



Clinton County Justice Needs Assessment Final Report

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SHIVEHATTERY
ARCHITECTURE + ENGINEERING

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1) Acknowledgements

Shive-Hattery would like to acknowledge the individuals that provided valuable insight and assistance in the development and completion of this study. We appreciate the time these individuals spent above and beyond their already demanding schedules to contribute to this effort.

Clinton County Justice Coordinating Commission

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2) Executive Summary

This report reviews three different departments: City of Clinton Police Department, Clinton County Sheriff/Jail and the Clinton County Communications Department (911 operations). The findings in this document are based off of information collected from discussions with the stakeholders of each department, review of historical data for each department, and our evidence-based practice analysis. The information gathered provided conclusions and recommendations. The backup for the conclusions as well as a detailed summary of the information can be found within the extended report. Space needs were analyzed for a projected 20 years of operation taking into account growth expectations. Project costs, by department and options, are included for the viable options being considered by the study committee.

City of Clinton Police Department

The Police Department has been located in a commercial main street building for over 20 years. The building was not designed to house this type of use and, though they have made it work, there are some serious issues that need consideration in order to achieve optimal operational effectiveness.

- Space needs – 44,300 SF of building space with 4,200 SF of secured parking for city vehicles
- Estimated construction \$13.9 million which equals \$239/SF
 - o 5% high/low would be \$13.2 million to \$14.5 million

The police department outgrew their current space years ago, and operationally they have expanded into every possible area of the building and have even relocated storage to a new facility. We recommend the Police Department move to a new location that allows for the square footage needs of the department. Options under consideration are new construction or renovation of an existing structure.

Clinton County Sheriff/Jail (includes Communications)

The existing structure is no longer appropriate for use as a jail. This conclusion is also echoed in the previous NIC report. What may have been state of the art at the time has created operational inefficiencies that have manifested over time, especially as this facility has reached and exceeded capacity.

- Space needs – 47,000 SF of building space
- Estimated construction \$18.9 million which equals \$311/SF
 - o 5% high/low would be \$18 million to \$19.8 million

Our recommendation is that a new facility be built adjacent to the courthouse to optimize the operational philosophies adopted by the sheriff's office. If the facility were to be built elsewhere, there would be higher operational cost due to the relationship of the functions of the two buildings. Though current alternatives to incarceration have decreased the average daily population over historic highs, the existing facility is at capacity and does not meet current classification needs.

Clinton County Communications (stand alone)

The existing facility was designed for a smaller communication need with no room for expansion. The main dispatch room that currently holds three stations is cramped and additional space is needed. The majority of the NFPA 1221 guidelines that govern communication facilities cannot be followed in the current environment.

- Space needs – 3,900 SF of building space
- Estimated construction \$1.5 million which equals \$291 sq/ft
 - o 5% high/low would be \$1.39 million to \$1.52 million

Our recommendation is that a new facility be constructed. Ideally, this facility needs to be constructed in combination with another function of the county, such as the Jail, but it is needed regardless of the relationship.

A. Project Background

County Background

Clinton County, Iowa, is located on the Mississippi River in eastern Iowa, adjacent to Illinois. US Highways 30, 67 and 61 intersect in the county, which places Clinton County approximately 2.5 hours west of Chicago, Illinois, and 30 minutes north of US Interstate 80 and Davenport, Iowa, and 1.5 hours east of Cedar Rapids, Iowa.

Clinton County has a population of 49,116 people, and a total area of 710 square miles. The City of Clinton has a population of 26,885 people. The county's remaining citizens reside in towns and rural areas with populations of less than 5,400. Clinton County is home to many manufacturing facilities including Archer-Daniels Midland, Custom-Pak, Inc., J.T. Cullen, IPSCO Tubulars, Inc., Néstlé-PURINA PetCare, and LyondellBasell. The City of Clinton is also home to Ashford University.

The County Jail

The Clinton County Sheriff's Office operates the county jail — a 44-bed facility that includes a six-bed work release area. There are 10 additional beds available as temporary housing for less than 24 hours. Annual bookings in calendar year 2012 totaled 1,865, and the average daily population of our facility was 38.63, which was the lowest annual ADP in nearly a decade. The jail occupies the second floor of the Law Enforcement Center, built in 1969 and located across a parking lot from the County Courthouse. The jail's linear design limits the ability of staff to effectively manage the inmate population. Many serious physical plant deficiencies have been identified in the jail, such as, it is "an antiquated facility that is in dire need of replacement," "[s]erious safety and security issues exist with the design of the 1969 constructed jail," and "[t]he problem in Clinton County is not the over population in the jail...It is the jail itself. This jail would be insufficient if it were empty."¹

The first floor of the law center houses administrative spaces of the Sheriff's Office. This includes its civil and investigation divisions and the County Communications Center, which answers all 911 calls in Clinton County and provides dispatching services for 13 fire departments, five ambulance services, three municipal police departments and the Sheriff's office.

The Clinton County Justice Coordinating Commission

On January 12, 2008, the County received Technical Assistance, via Technical Assistance No. 08J1005, from the National Institute of Corrections (NIC). The purpose of the report was to provide short-term technical assistance services for the Clinton County Sheriff's Office in conjunction with the review of the utilization of the jail in supporting the criminal justice system within Clinton County.

As a result of the recommendations in the technical assistance report, the Commission was formed in April 2009 in an effort to improve the efficiency and effectiveness of the local criminal justice system. It is comprised of thirteen members including, but not limited to, representatives from the County Board of Supervisors, County Sheriff, Jail Administrator, County Attorney, City of Clinton Police Chief, Clerk of Court, District Court, County Mental Health, and community members. The Commission is supported by one full-time staff person, the Commission Coordinator. Members of the Commission including the Coordinator, Sheriff and Jail Administrator attended the Planning of New Institutions program conducted by the National Institute of Corrections. An advisory committee of community stakeholders was also established to provide input and advice to the core project team.

¹ Russell, D., & Weber, T. (2008) Local Jail and Justice System Assessment: Clinton County, Iowa (NIC Technical Assistance 08J1005). Clinton, IA: National Institute of Corrections.

3) Project Background

Prior to initiating this needs assessment study, some measures were enacted to reduce the jail population. These include expanded use of electronic monitoring for certain sentenced misdemeanants and a program to remind individuals of their scheduled court appearances to reduce warrants issued for failure-to-appear.

The City of Clinton Police Department

The City of Clinton separately and previously conducted space needs assessments for the City of Clinton Police Department. The most recent assessment was conducted in 2003.

B. Scope of Space Needs/Program Planning

The intent of this document is to provide sufficient information regarding space needs for the preparation of a meaningful cost estimate and project budget. A comprehensive space needs spreadsheet can be found in Section 5. The conclusions are based on direct conversations with the client's "core team" of representatives from each of the three components and on our professional past experience; however, they do not represent statements of final or complete design as full selection and coordination of building systems and construction methods have not yet occurred.

C. Basis of Relationship Diagramming

We developed relationship diagrams (shown in Section 4: Space Analysis), first, to be able to understand the required flow of spaces for each of the three distinct components of this assessment, and then, to better understand where there are potential spaces that could be shared by each department. Our goal is not to put together floor plans but to understand space needs and relationships.

The diagrams provide a scaled representation of each space. We took each of the three components, individually at first, to document their individual needs as if they were a standalone facility independent from any other City or County department. Once completed, assessment of possible co-located areas were considered.

D. Clinton County Demographic Information

According to the US Census Bureau in 2012, Clinton County was estimated to have 48,717 people of which 26,647 are associated with the City of Clinton. The estimated population of the State of Iowa at the same time was 3,075,039. This equates to Clinton County consisting of 1.58% of the population of Iowa. 92.6% of the people are white, 2.9% African American, 2.6% Hispanic, .3% Native American, .6% Asian. 89.5% are high school graduates or higher with 17.3% having a bachelor's degrees or higher. Median household income is \$49,010 with 13.2% of persons below the poverty level. Clinton County is 694.92 square miles in size with 70.7 persons per square mile.

The 2012 population of the City of Clinton is just shy of a 1% population drop from 2010. The ethnic dispersion for the City is similar to that noted for the County. 87.1% of the people are a high school graduate or higher with 16.0% having a bachelor's degree or higher. The median household income for 2008-2012 is \$42,441 or about \$7,000 less than the County average. 17.3% of the people live below the poverty level. The City of Clinton is made up of 35.15 square miles with a population density of 764.8 persons per square mile.

4) Space Analysis

A. Space Needs Program Summary

Departmental Summary

Department	Space Needs (SF)	Sub Total (SF)	15% Circulation (SF)	Building Gross SF
Sheriff's Administration/Jail		40,879	6,132	47,011 SF
Facility Intake/Release	5,400			
Food Service/Laundry/Storage	4,890			
Housing	22,851			
Medical Services	1,294			
Public Reception	1,932			
Sheriff's Administration	4,512			

Communications		2,950	443	3,393 SF
Dispatch Control Room	1,000			
Auxiliary Spaces	1,150			
Stand Alone Space Needs	800			
Parking - Outdoor	1,500			
	<i>*not included in subtotal</i>			

Police		38,511	5,777	44,288 SF
Administration	5,316			
Evidence	9,333			
Investigation	3,785			
Patrol	4,309			
Support	10,588			
Parking - Tempered	5,180			
Parking - Outdoor	4,200			
	<i>*not included in subtotal</i>			

4) Space Analysis

B. Space Needs Summary and Conclusions with Relationship Diagrams

The diagrams provided in this section show size and relationship requirements. Each diagram scales only to itself and does not relate in scale to the other diagrams. The red dashed arrows indicate that a connection (with access) is required from that space directly to the one it is tied to. The purple dashed lines indicate areas that need to be adjacent to, but not necessarily flow directly from, space to space. The blue solid arrows show a general directional flow between the spaces. They may connect directly or they may have some distance, but the work flow will go in the provided direction.

SHERIFF'S OFFICE AND JAIL

EXISTING CONDITIONS – Building Infrastructure

The Jail is operated on two floors with the vehicular sally port, outdoor recreation yard and Sheriff's Office on the first floor. The second floor contains the jail with a stair and an elevator as the two access points. The jail is set up in a ring configuration with all of the cells facing the exterior of the building. The temporary holding cells used for intake, processing and movement are located in the core of the second floor. The booking area is located at the end of the central spine with access to both wings. Laundry and the kitchen are located at the other end.

The vehicular sally port consists of one bay with two separate garage doors. Located adjacent to this area is the large item evidence storage, an electrical room and a mechanical room. The path to the exterior recreation yard goes through this area. This path also connects to the break room that one is required to traverse when bringing anyone into or out of the facility along the secure path. The central corridor on the first floor connects different aspects of the building including the Sheriff's offices and Communications. This space was altered after a successful escape but is only allowed to be locked down during offender movement and has to be visually observed during those times. All access to the second floor jail is via the elevator. The stair for this area is typically only used for the movement of visitors to the non-contact visiting area.

The booking area consists of an elevated booking counter about 15 feet long — the location from which all jail operations are monitored. This space also has the medical / intake processing / OWI room (all three in one space) located adjacent to it. Anyone being brought into this facility must come up the elevator and down the hall and either gets placed into a temporary holding cell or taken directly to booking.

The cell configuration is horizontal with multiple cells sharing a dayroom and shower facility. The dayroom faces a movement corridor that is the exterior of the building; thin vertical strip windows provide natural daylight for the space. The cell fronts and dayroom fronts are both made up of a bar assembly. There is a small vestibule into each area. The male and female areas are separated by a door with glazing.

The kitchen and laundry are located at the opposite end of the building and are run by offenders with oversight by staff. Laundry has a single commercial washer and dryer with storage located in the room. The kitchen cooks and assembles all meals for anyone in the facility or those on work release or at court.

ASSESSMENT CONCLUSIONS – Building Infrastructure

The existing structure is no longer appropriate for use as a jail. This conclusion is echoed in the previous NIC report. The building from the exterior appears to be in good condition, which has lead people in the community to believe the building is in good shape and is meeting the current jail needs. The exterior of the building is mostly made of concrete with perimeter windows on the first floor and thin vertical windows on the second floor. This is a largely maintenance free system but is not easily expandable, if at all. The exterior shell, though insulated at some level, shows the age of construction (nearly 46 years old). Over the past winter at least ¼ inch of ice buildup was located on the interior of the vertical windows in the jail area. This indicates there is a lot of humidity in the air, most likely caused by the open showers and what appears to be noninsulated glass in the windows. What is found on the interior is a departure from the condition seen on the exterior façade.

The infrastructure of the current building is in need of a major overhaul. The sanitary piping from the jail must be replaced, and a complete review, cleaning and replacement should be done (as needed) for the HVAC system. There are not separate mechanical systems for insolation cells, which limits the ability to be able to properly house offenders and contain sickness within isolation areas of the building.

The first floor offices are in fairly good condition, but the ceiling and most of the flooring should be replaced due to previous issues with the sanitary system from the jail on the second floor. The security attributes on the first floor are minimal with most of the security provisions happening on the second floor with the jail.

The ability for this building to be reused, in our opinion, is limited. To bring it up to current building and energy codes would take a complete gut of all but the interior structure including mechanical, electrical and plumbing. The exterior skin would need to be removed and replaced to increase insulation value, install better insulation and more secure windows, and expand the facility. The building is set up for general occupant loading, so a structural review would be needed if the second level was turned into storage. Our recommendation is to demolished this building once existing operations are moved to a new location.

ASSESSMENT CONCLUSIONS – Building Functionality

This facility may have been state of the art at the time has created, but now has operational inefficiencies that have manifested themselves overtime, especially as it has reached and exceeded capacity. The construction shows its age with bars for cell doors and dayroom walls and thin single-pane exterior windows that do nothing to keep out the heat of summer or cold of winter. Technological advances, over time, have put a strain on existing space and made the operation much more difficult. With a second floor jail located inside a very rigid structure that has little flexibility, an addition or renovation is not a realistic option. Modern County facilities of this size are single floor allowing for growth and flexibility over time and function more fluidly and safely than the Clinton County Jail currently operates.

Below is a space relationship diagram for the Sheriff's Office and Jail based off of current and anticipated future needs. The connections between the spaces tell us about the flow paths and required adjacencies. The existing structure is in need of major repair and/or adjustments to continue to operate successfully as a jail. There is no ability for future expansion for the second floor jail and the existing infrastructure is showing ware. Costs are discussed in another portion of this document; however, we can state here that to bring this facility up to current standards would require a significant investment and would ultimately reduce housing and holding capacity.

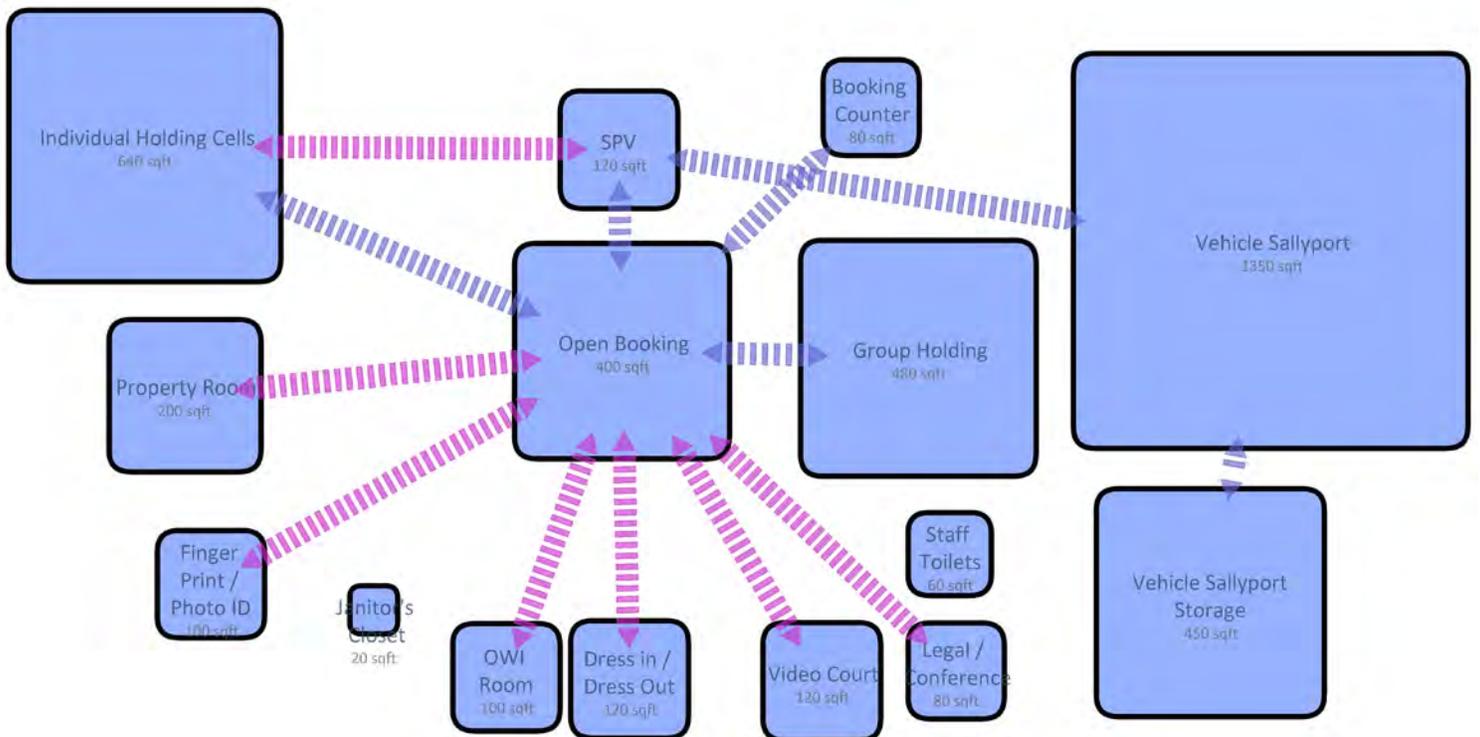
4) Space Analysis

EXISTING CONDITIONS – Booking

The process is broken between two floors. The vehicular sally port is located on the main level while the rest of the booking operations continue on the second floor. The holding cells are not within direct line of site of the booking counter. The approximately 15-foot-long booking counter takes up half the booking room space with another 1/3 of the space dedicated to circulation. The other intake/booking operations occur in a cramped adjacent area. The medical, OWI room and intake processing are combined into one space of approximately 200 square feet. The existing booking operations are fragmented, not allowing for good supervision and flow.

ASSESSMENT CONCLUSIONS – Booking

The booking area should have direct connection to the vehicular sally port. Currently, the path goes through multiple spaces to get to the destination. From the booking counter, one should be able to have visual access into all holding areas and, given the activities involved, should only oversee the booking operation and not the rest of the jail. All assessment, consultation and initial classification should be able to be run from this location. Males, females and juveniles are required to be held in separate locations, and there is a need for a detoxification cell for particularly troublesome individuals. The relationship diagram shown below is a culmination of these things. It also provides separate and distinct areas for OWI and medical, which is currently co-located. The currently process would be different if the facility could adapt. In the current layout, booking should have been located around the elevator with direct path from the vehicular sally port to the elevator. The better solution would have been to integrate booking into the first floor with the jail on the upper floors, but that would have separated staff. For your current and anticipated future needs, the ideal solution is consolidated on one floor.



4) Space Analysis

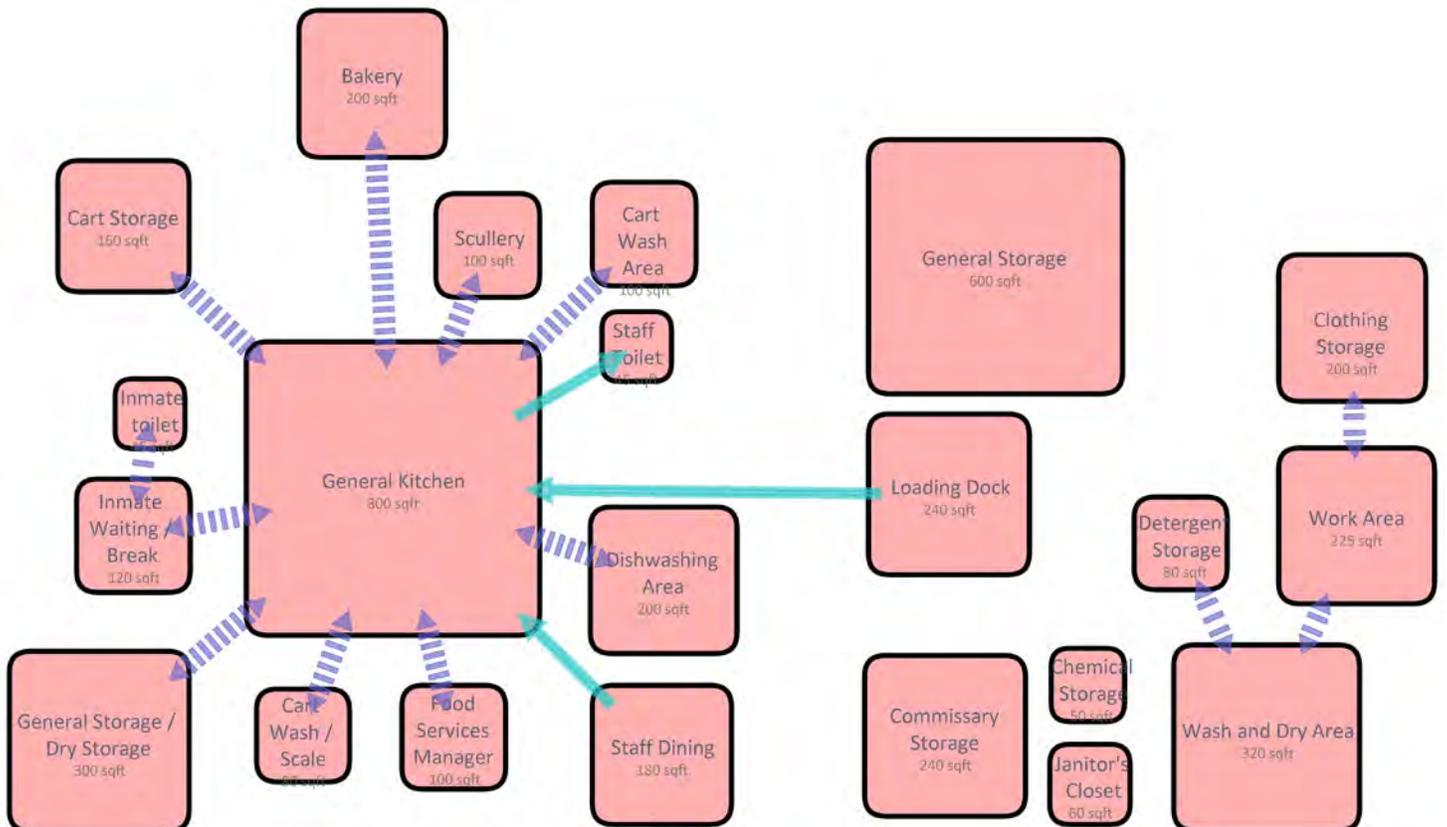
EXISTING CONDITIONS – Kitchen/Laundry/Storage

The existing spaces are all undersized for the existing needs. In the recent past, the kitchen received a facelift that allowed for better use of the space, but it is still undersized. The laundry with integrated storage does not allow for flexibility or redundancy. There is one washer and one dryer. Replacement of these units is problematic due to the required widths needed to install new laundry systems. Current door openings do not allow for newer commercial equipment to be installed which is typical for this size of facility.

ASSESSMENT CONCLUSIONS – Kitchen/Laundry/Storage

The kitchen is a focal point of any jail. The quality of the food often determines the emotional state of those incarcerated. The kitchen's current size requires that plating is done on a shift basis with only so many being produced at a time. Facilities of similar size use varying kitchen layouts but try to facilitate meal times in as few "shifts" as possible. We understand the desire to provide meals cooked on site and suggest that you dedicate a staff member to this single function instead of having one person with multiple responsibilities. The kitchen should be the center of the flow pattern with multiple areas either located off the main area or accommodated for elsewhere in the area.

Laundry should be set up with a dedicated soiled and clean laundry storage area which both feed off a central laundry room. Equipment should be sized for flexibility. It might be better to have two smaller washers and dryers instead of a single large pair. Special consideration needs to be given to the placement of this room. We have seen laundries located off of booking areas or the housing units depending on operation. Wherever the final location, it is important that the openings are sized for future replacement of units.

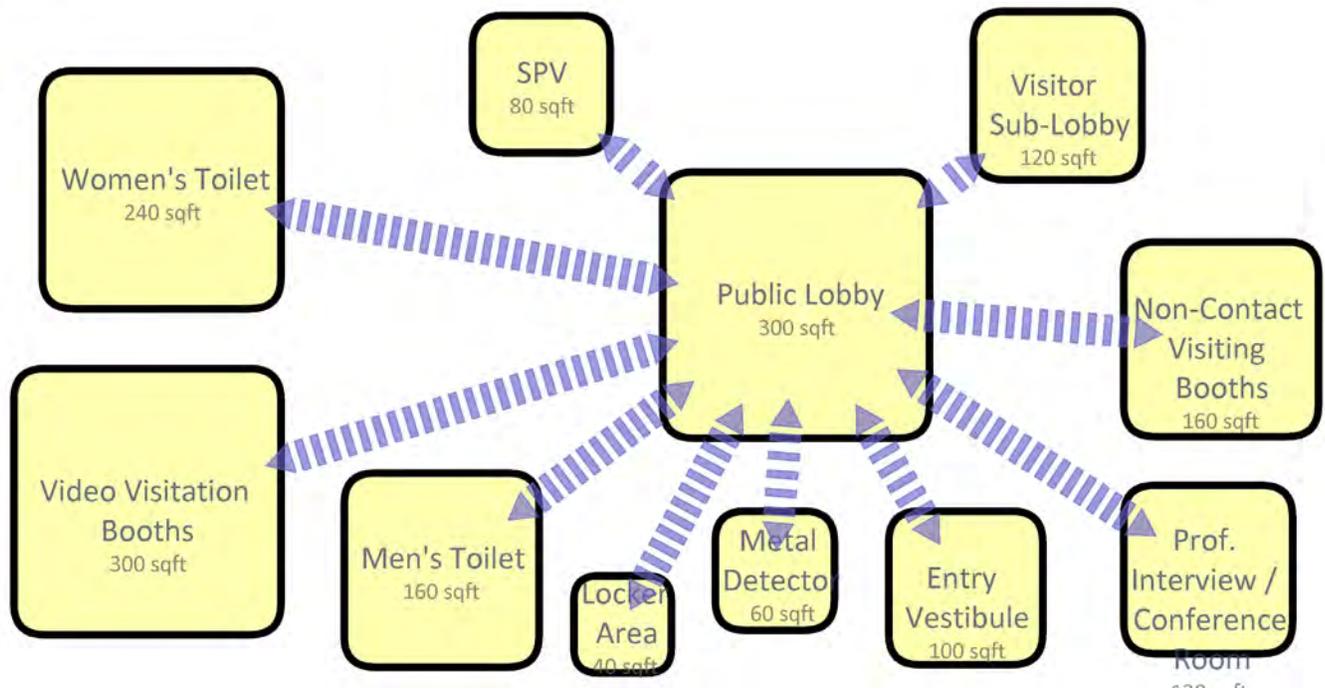


EXISTING CONDITIONS – Public Reception

The lobby serves many functions. While compact and fairly easy to navigate, it is not very inviting. Communications is also located with direct visual oversight of the area. The existing space is three corridors that are laid out in an 'H' configuration. To the general public the communications department is the central control point for the lobby due to the centralized location. There is no open reception counter that would indicate the starting location for navigating through the space. There are a couple of Dutch doors into departments we believe were installed to act as makeshift reception counters. In such a cramped space the navigation systems get lost with other posters of general information. This is a dark interior space with artificial daylighting due to no access to exterior light.

ASSESSMENT CONCLUSIONS - Public Reception

Communications is centrally located in the lobby; however, oversight of the lobby should not be communications staff's responsibility. Video visitation has become the norm; but adding this off the lobby in the current facility would be difficult. There may be some options for this on the second floor, but access is much more difficult. The public lobby does not typically make or break the operation of a facility, but it is the first interior space people see. In times of crisis or frustration, easy visual understanding of the space makes for a more calming and manageable environment. Future considerations should focus on a reception counter with secure doors off of an open lobby with access to administrative departments. Access to communications is important; but managing the lobby and visitation should be the primary focus.



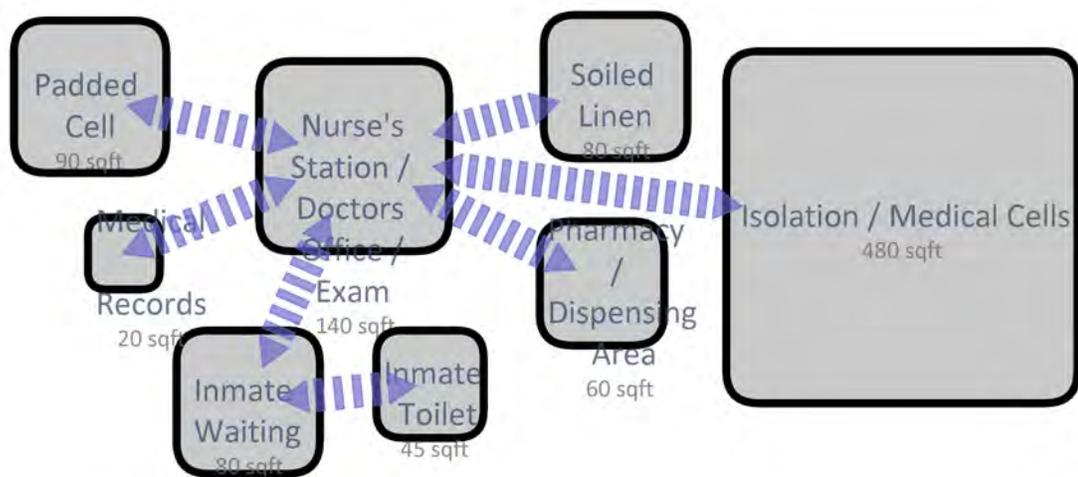
4) Space Analysis

EXISTING CONDITIONS - Medical

What exists for medical conditions can be found in a single room with other, nonmedical, shared functions. There are no isolation cells provided in the existing building that would allow for the holding of someone with a possible sickness. Furthermore, there is not an isolation room easily monitored by staff.

ASSESSMENT CONCLUSIONS - Medical

The location and association of the medical area to booking and the rest of the facility is good. The size of the room is adequate; however additional storage is needed. The OWI machine needs to be removed to a different area along with any video arrangement hardware. The use of telemedicine is a great use for this room as well. What needs to be added are specially designed medical isolation cells that allow for the care of people with health issues without exposing them to the rest of the population. Typically we see these cells need to be added that have visual line of site from a control station so 24 hour observation is possible. A proper place for the storage/disposal of soiled linen is needed as well. Typically, we see specialized holding cells that may or may not have padded material which to help protect offenders from harming themselves.



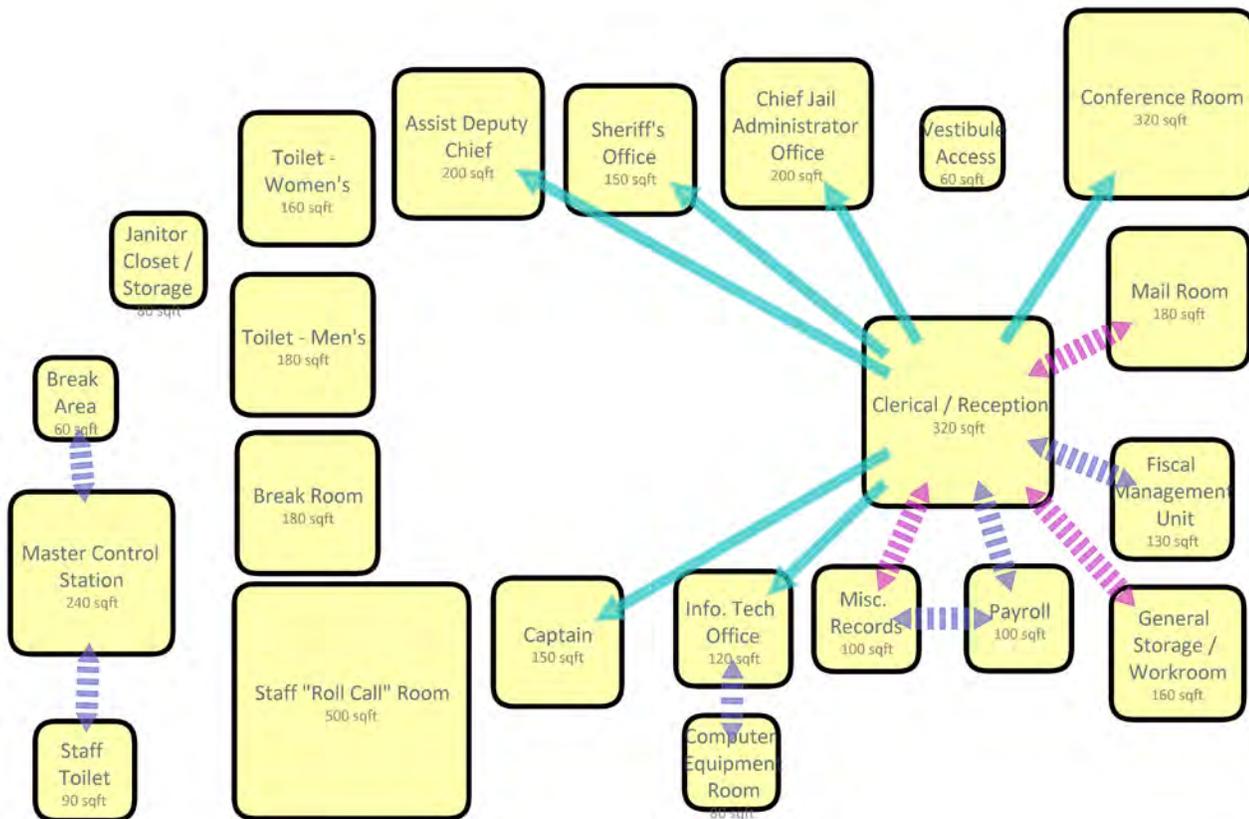
4) Space Analysis

EXISTING CONDITIONS - Sheriff's Office

The current administration area is plagued with multiple piping issues from the Jail located above. To remain in the existing facility, the piping system would need to be reviewed and repaired. With the current damage, we estimate replacement of about 60% of the existing infrastructure. The sheriff's office is located in a 'U' shape around the lobby and Communications. The path for those arrested comes through the operational portion of the Sheriff's office, which is greatly discouraged. The current layout does not allow for a single area for people to go, but rather multiple different door locations. If possible, this should be simplified to provide one counter area that can facilitate all the needs of the citizens of the county related to the Sheriff and his responsibilities. (See conclusions under public reception.) The existing large meeting area is undersized and cannot be used by a large amount of staff at one time. The current conference room should be about twice the size with storage off of it for training and auxiliary type material.

ASSESSMENT CONCLUSIONS - Sheriff's Office

Operationally, Administration should be separate from the Jail operations with Jail staff residing in the Jail and administrative staff residing outside the secure perimeter of the Jail. Although all operations are located on the same floor, departments are separated by the vehicle sally port and communications. A secure master control station is missing from the current jail operations, and proper operations deem this space as required. From a programming standpoint, this space is considered an administrative space but is part of the housing component as well, and it can be seen diagramed with the housing conclusions on page 14. Per the diagram below, the clerical/reception space should be the hub of operations for the Sheriff and his administrative staff with all offices and program spaces working off of this area.



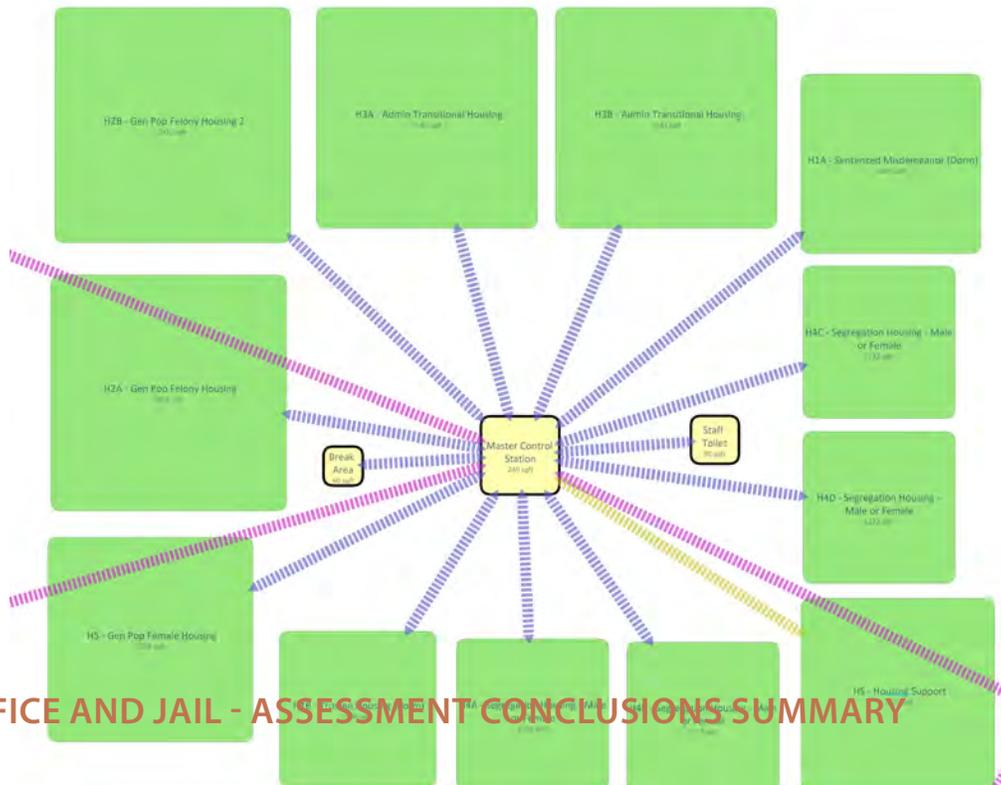
4) Space Analysis

EXISTING CONDITIONS - Housing

Current housing is set up in a linear format with all locations facing the exterior of the building. This makes it impossible to oversee all dayrooms at once. Remote camera monitoring is required to be able to supervise the rest of the facility, otherwise oversight would become very staff intensive. No centralized control room exists for the monitoring and facilitation of housing operations. The current oversight location is from the booking counter. The cell and dayroom walls are made from a bar assembly system that is no longer used for safety reasons and needs to be modified or replaced. The access to natural daylight is minimal and does not meet current ACA standards. Site and sound separation is limited with all transportation happening between the two main housing units. Fixtures need to be replaced and the piping for those fixtures needs full repair as well.

ASSESSMENT CONCLUSIONS - Housing

From workshops at NIC and discussions with the Shive-Hattery team, it was determined that indirect supervision would be the best use of resources. In the podular style of housing design, all housing units are set up around a central control point with direct visual access to the spaces, but not with direct contact. This can be done in a hybrid environment and with the control station being connected to two pods that have the ability to talk directly through the glass. The ultimate layout of the space will need to be determined with staff. Operationally this is the most efficient use of space to maximize oversight of the facility. We propose many more classifications than the system has. This will allow the staff to classify better, separate out those who need to be separated, and take care of requirements for site and sound separation of male and female offenders. The current space is not set up for long term housing of juveniles. We would recommend continuation of the current practice of using the regional juvenile facility.



SHERIFF'S OFFICE AND JAIL - ASSESSMENT CONCLUSIONS SUMMARY

RECOMMENDATIONS – SUMMARY

Below, we have highlighted our recommendations in a three part approach to help categorize the needs of the Sheriff's Office and Jail.

Critical

- Sanitary piping replacement for the jail
- Not enough bed space to handle offender classification and holding

Important

- Adjusting the travel path from the vehicular sally port to booking (in the current configuration this would be very costly)
- Separate medical and OWI from the same room
- Exterior window replacement – currently single pane and in the winter ice freezes to the inside.
- Vehicular Sally Port entrance – only one car can drop off at a time and exercise exit runs through this location as well.
- Control room needed for operation and oversight of jail operations

Opportunities

- Improve observation of offenders, cameras help but visual line of site is best whenever possible
- Add video visitation – will help to minimize offender movement
- Single floor operations would eliminate the vertical movement of offenders
- Indoor recreation

Overall, while the recommendations lay out the major deficiencies and critically required changes, we believe fully implementing them will be cost prohibitive. To achieve best value systemically, the most cost effective approach will be to proceed with new construction.

4) Space Analysis

COMMUNICATIONS

EXISTING CONDITIONS – Physical Space

The Communications Department for Clinton County monitors dedicated lines for the City of Clinton Police Department, City of Clinton Fire/Ambulance Department, the City of Camanche Police Department, the City of DeWitt Police Department, all other county fire departments and ambulance services, the Sheriff's Office, Emergency Management, LEA, Mutual Aid (VLAW), and Point to Point. In addition, it helps monitor portions of the jail. Communications is operated by two or three staff and a manager. During high volume, they have the ability to make sure there are three dispatchers working, but with only three work stations, additional staffing is not possible.

Current space allocation consists of the number of spaces listed below with approximate square footages:

- Dispatch 300 SF
- Break room (shared with Jail Staff) 60 SF
- Toilet 60 SF
- Managers Office 100 SF
- Server Room 100 SF

ASSESSMENT CONCLUSIONS – Physical Space

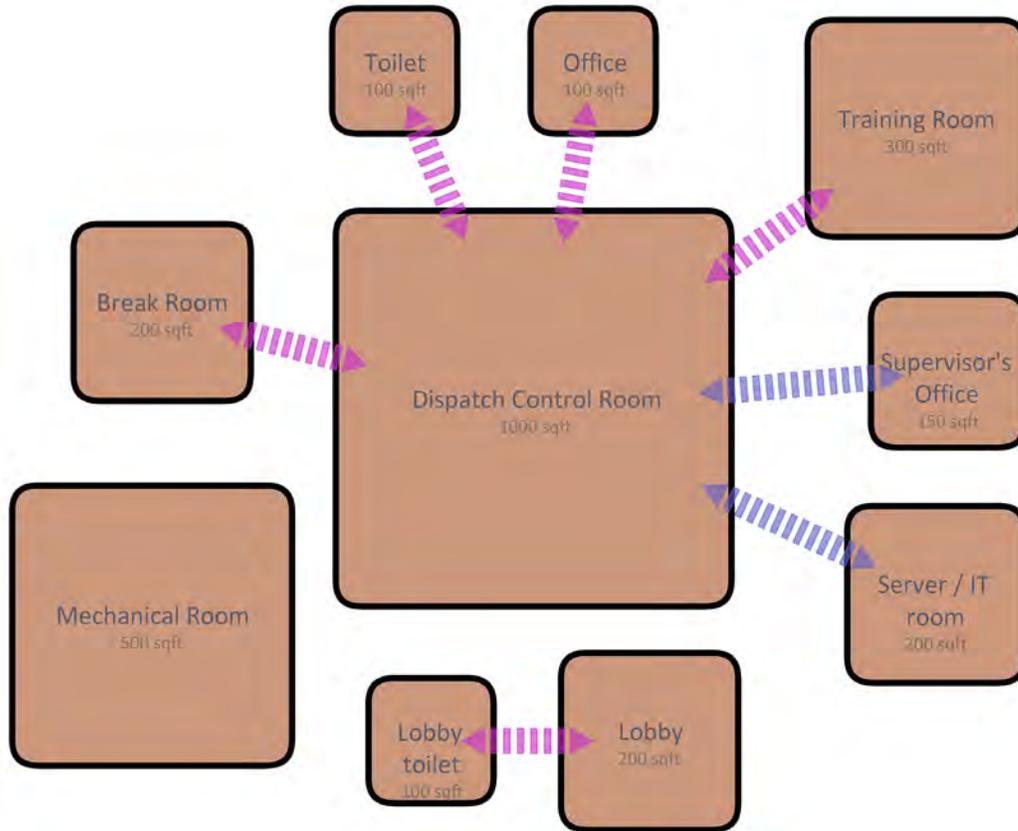
The existing facilities were designed for a smaller communication need with no room for expansion. The main dispatch room, which currently holds three stations, is very cramped and additional space is needed. The majority of the NFPA 1221 guidelines can not be followed in the current environment. For example, the break room is outside of the secured communications area. This also happens to be the area where offenders from the jail upstairs are brought down and taken outside for exercise. All spaces are undersized to meet the current needs of the staff. Operationally, Communications is run from the interior of the Law Enforcement Center with no apparent way to make adjustments to the space that allow for proper growth. Our recommendations are the following to meet the current and future needs as well as align to NFPA 1221:

1. Enlarge the Dispatch area. Create room for four stations for everyday use with one additional station for times of crisis or to allow flexibility for maintenance of a station.
2. Add toilet and break rooms directly off the Dispatch Control Room per NFPA requirements.
3. Position the space to allow for natural daylight via windows to the outside. These windows should be fixed and, depending on their location, should be ballistics rated and have the versatility via window treatments to block out 100% of exterior light if desired.
4. Integration of a secure perimeter that encompasses 100% of operations.

Please see Communications Relationship Diagram on the next page.

4) Space Analysis

SPACE RELATIONSHIP DIAGRAM FOR COMMUNICATIONS BASED ON CURRENT AND FUTURE NEEDS



4) Space Analysis

CLINTON POLICE DEPARTMENT

EXISTING CONDITIONS - Police Department Physical Space (General)

The Clinton Police Department is located at 113 6th Ave S, Clinton, IA. The existing building is being leased by the City and, at the time of the initial move from the existing County Law Enforcement Center, the intent was to stay in this location for five years. The building has both a single story and a two-story component and has a typical structure for the area consisting of masonry, steel joists and low sloped roofs. The Police Department shares this building with two other organizations not City related. The main area houses Investigation, Patrol, Chief's office, and Administration. The property storage is in a separate area adjacent to the main area, but shares a common corridor with the vehicular evidence collection area. There is an area of storage on the 2nd floor with a lot of the long term storage being moved to a secondary facility that was recently leased by the City. Parking is on the south and south east areas of the building with public parking on the north side. Overall the building is in acceptable shape. There are a number of improvements that could be made to the building that would help lower utility costs and make it safer for the staff. Since the building is leased, our team has not documented these further as those upgrades should be made by the building owner(s).

The building has limited security — enough to see around the exterior of the building but not much more. The parking location is open to the public to drive or walk through and has been an area of vandalism in the past. There are limited areas in which to expand around this building, if ever desired. Potential options for consideration would include expansion into an adjacent building or parking.

ASSESSMENT CONCLUSIONS – Police Department Physical Space (General)

The Police Department has been located in a commercial main street building for over 20 years. The building was not designed for this type of use and, though the department has made it work, there are some serious issues that need consideration in order to achieve optimal operational effectiveness. The following page contains a relationship diagram based on the overall program that was generated to meet the current and future needs of the Police Department. In the diagram, the size of the space relates to the square footage requirements of that space, and the arrows show the adjacency and flow requirements to each of these spaces. A further breakout by space type with description has been provided that address specific needs of each department.

Please see Police Department Relationship Diagram on the next page.

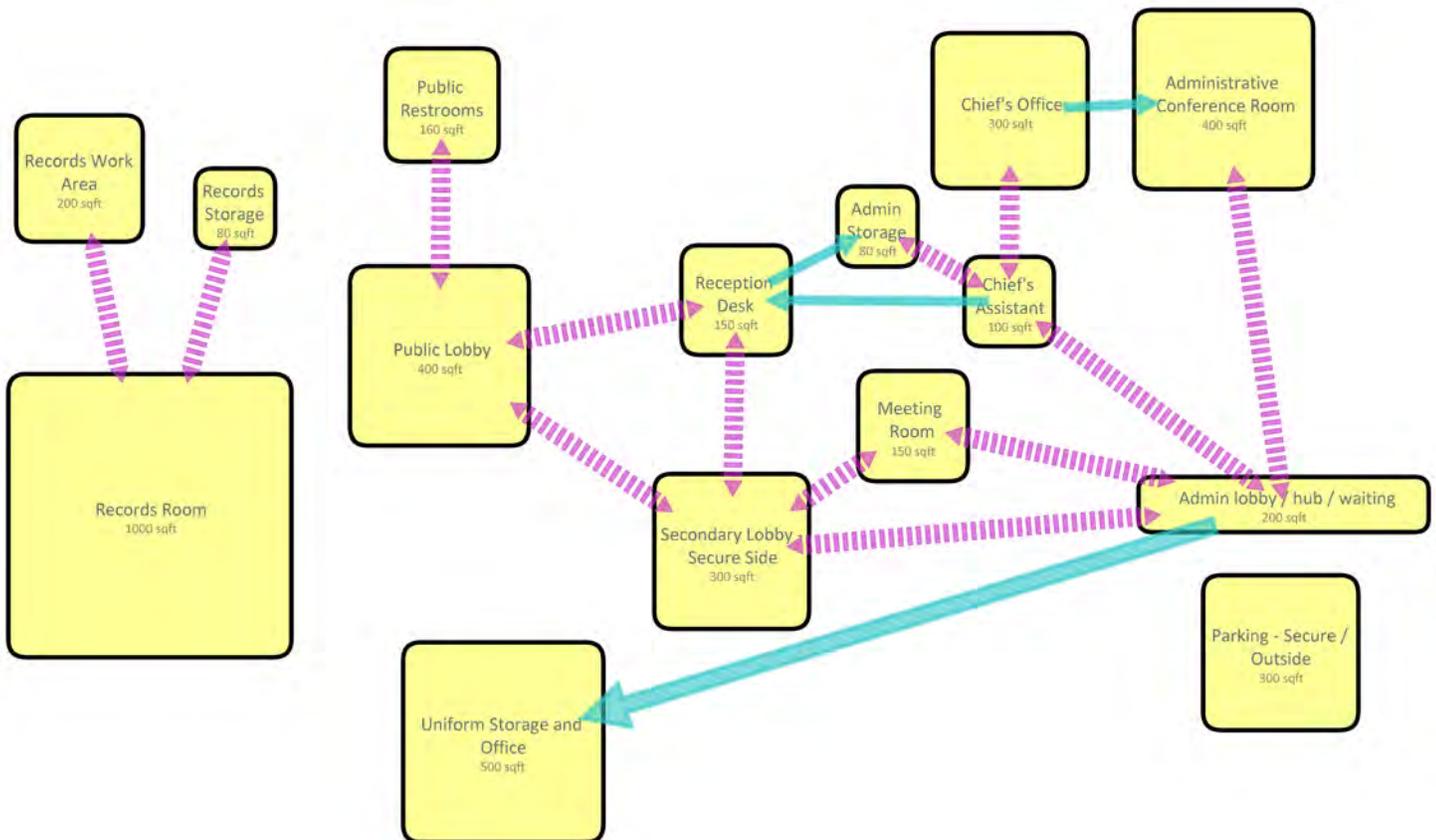
4) Space Analysis

EXISTING CONDITIONS – Police Administration

If someone comes in to meet with any of the staff, they have to be taken to a table in the secondary reception area on the secure side (protected from view by a partial wall but not protected from sound), to the large conference room, or to the back into the heart of the facility. The best option is the large conference room, but that is not appropriate for every discussion and is often being used. The size of the existing lobby and entrance vestibule is fine but lacks typical services found off of a main public lobby such as toilet facilities and a meeting room. Better flow and privacy for staff also needs to be improved in this area. The Chief's office should not be visible from the public lobby as a matter of procedure.

ASSESSMENT CONCLUSIONS – Police Administration

In the current configuration, the administration lacks some relationship adjacencies and general flow. The proposed space layout sets up a working lobby and secondary lobby that helps to create better security and expands meeting space and waiting space. The square footage is close to what is needed, but the layout of the space provides for too much circulation without separation and is in need of a sub-lobby for security. Meeting space is also needed off this lobby in a secure environment for people to be able to come in off the street.

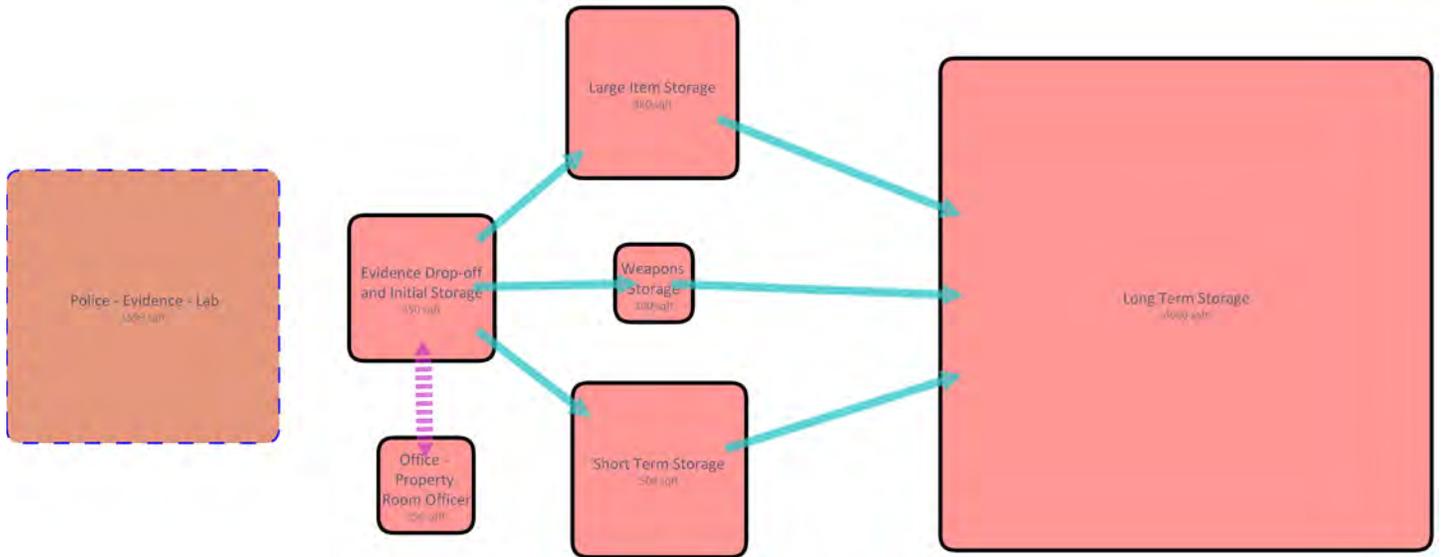


EXISTING CONDITIONS - Evidence Storage

The existing space does not meet current or projected needs. The main evidence processing area is separated from the main body of the existing facility. The evidentiary process is clumsy from the initial processing through long term storage, and the lab is greatly undersized for a city of Clinton's size. Only the initial processing can happen in this area but nothing else. The evidence drop off location is a hallway with storage and miscellaneous equipment.

ASSESSMENT CONCLUSIONS - Evidence Storage

This is the most concerning area of the police department. From the drop-off area to processing and final storage, these locations need to be changed. Beyond the logging of evidence, the space is too congested to be effective. Additional evidence storage space should be located inside a secure perimeter of the police facility. At this time it is not. Our recommendation would be to correctly size these spaces for the services being executed in them, and to bring them inside the secure perimeter of the police department. A simple flow-through process is needed for efficiency and accuracy of information. This space needs to be adjusted whether you stay at the current location or move to a different facility.



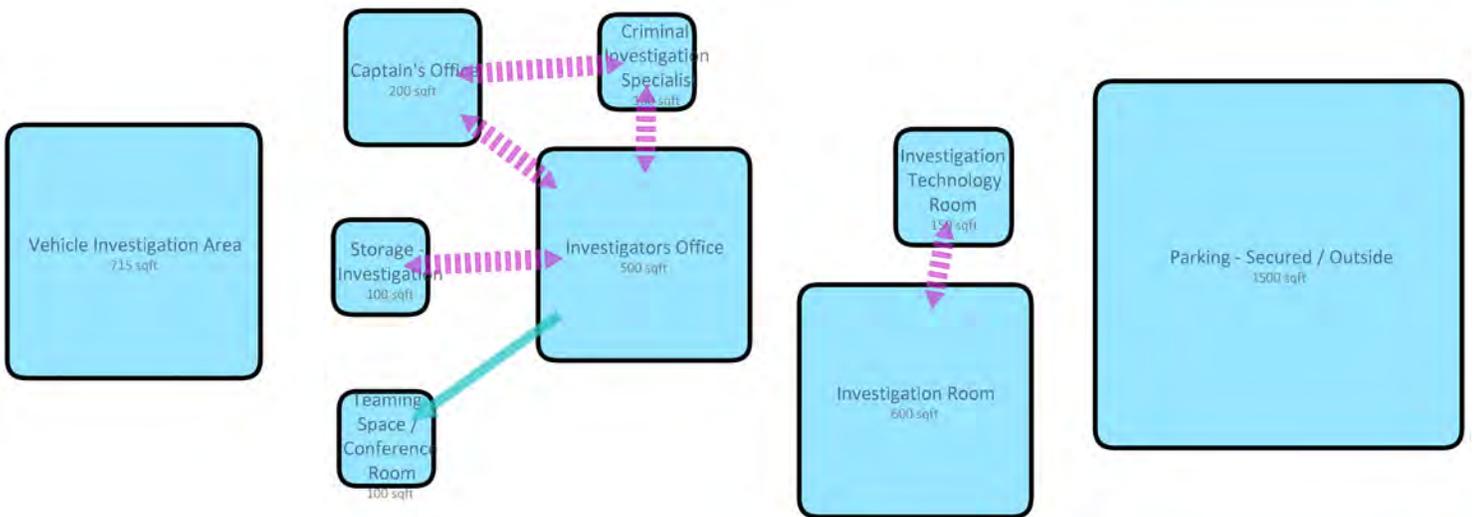
4) Space Analysis

EXISTING CONDITIONS - Investigation

The investigation area is in an open-office arrangement with walled offices on the perimeter along with two investigation rooms. One of these rooms doubles as the OWI testing area. A third interview room around the corner houses all of the electronics for the recording system. Sobriety tests are conducted in the hall adjacent to the last interview room, which has a door that opens to the exterior. The vehicular investigation area is not located adjacent to the police department; rather, it is down the hall and adjacent to other building occupants. This area is secured, but also used for storage when not occupied. The space is very tight, not properly conditioned and not properly ventilated. It has a garage door that opens to the back ally.

ASSESSMENT CONCLUSIONS - Investigation

There is a need for separate investigation rooms that are in close proximity to one another. Layout of the space should provide for independent interviews without having to have those interviewed cross paths coming or going. It is common to have multiple people interviewed at the same time, on the same case, and on different sides of the issue. It would be wise to not only have the dedicated investigation rooms separate and not in viewable distance from each other, but also have the other conference rooms throughout the space fit these requirements. This would allow flexibility during investigations with different parties that officers want to keep separate. A proper vehicle investigation area is needed that can be dedicated to this use. Proper separation is needed from building occupants for noise, sound and general interruption. Storage space and investigative spaces should be kept separate to eliminate the need for movement of case items between activities. It would be better to have a dedicated storage space and a dedicated investigation space.



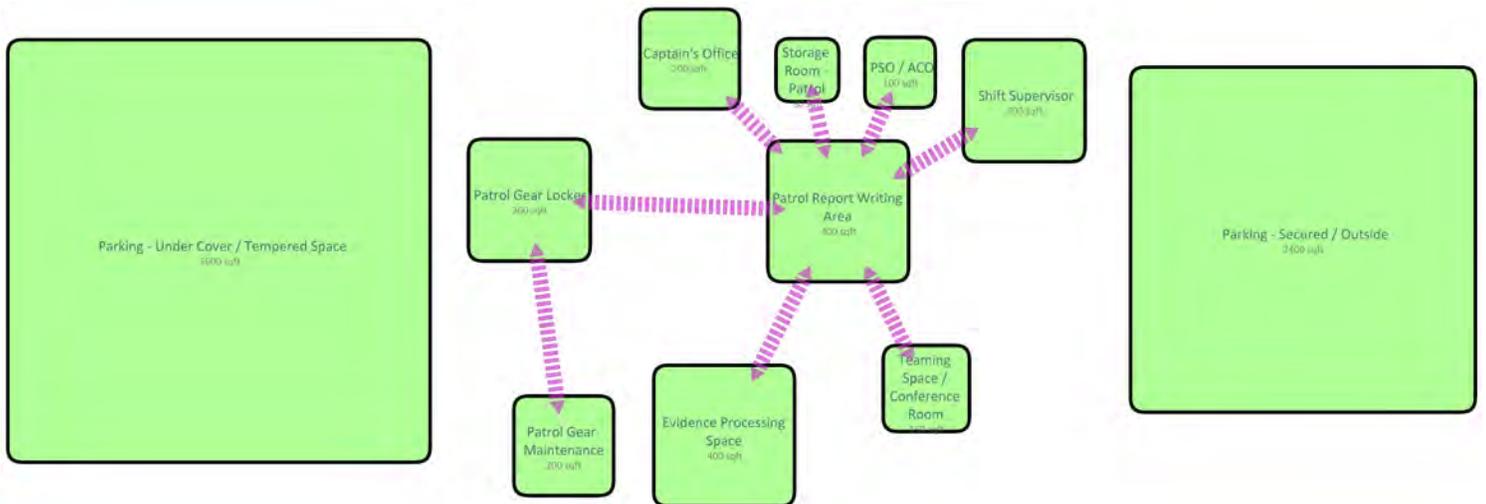
4) Space Analysis

EXISTING CONDITIONS – Patrol

The roll call room is 1/2 to 1/3 the size that it should be. Operationally, patrol space is used for more than just roll call and large meetings, so scheduling this space becomes difficult. The booking area that houses multiple work stations is about 200 square feet. Its small size makes it difficult to have multiple people processing information at the same time. The exterior parking is not secure, and the path to the vehicles from the building is dangerous with the door exiting out into an active alleyway. Storage for the officers is lacking, and there is a large circulation space in the back that collects people when not in one of the other tight spaces.

ASSESSMENT CONCLUSIONS – Patrol

The patrol area referenced earlier related to inadequate evidence processing space. In the diagram shown, a separate space has been provided for evidence processing and for report writing. The larger spaces inside of patrol are designed as transient spaces where no one person resides. This allows for economy of space and flexibility. The intent is that everything the patrol officer needs is within easy access from the patrol report-writing area. This would become a central hub where staff can write reports, process evidence, store gear, have meetings and get back on the road as quickly as possible. A more efficient space with space for multiple people to work efficiently is needed.



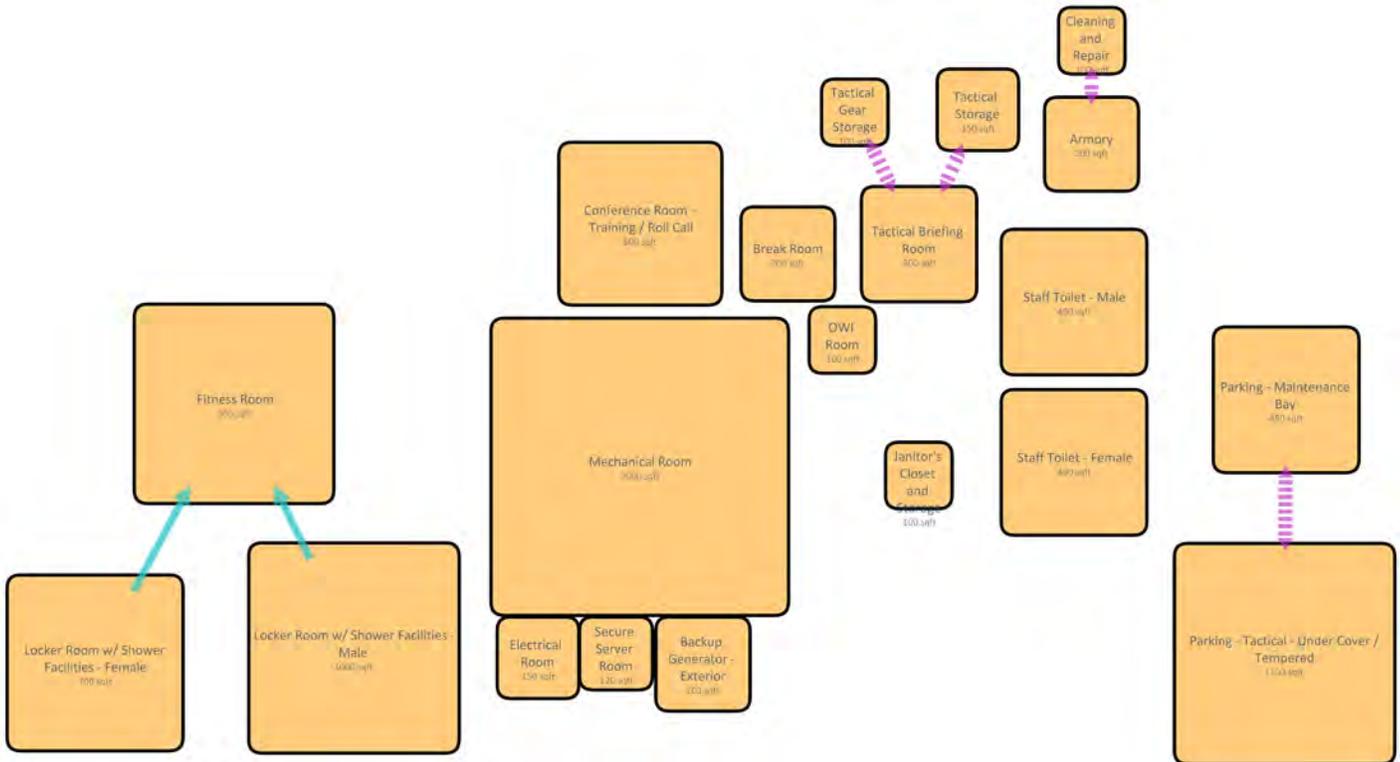
4) Space Analysis

EXISTING CONDITIONS – Police Support Space

Police support space is significantly lacking. Most of the spaces we outlined below either do not exist or are grossly undersized. There are closets in hallways for tactical gear, but no formal locker room for changing and storage of uniforms or equipment. Conference/meeting space is limited. There is not a proper armory for the maintenance and proper care of firearms.

ASSESSMENT CONCLUSIONS – Police Support Space

The support space is designed to be a complement to the rest of the functions in the building. There is a need for conference rooms, better locker room space and parking for specialized equipment. A big inadequacy exists for the storage of tactical equipment, and there is a need for a proper armory and maintenance area. These spaces should be located near to or have direct access to a large conference room to allow easier tactical assembly in times of crisis or training.



CLINTON POLICE DEPARTMENT - ASSESSMENT CONCLUSIONS SUMMARY

RECOMMENDATIONS – SUMMARY

Critical:

- Removal of all pedestrian corridors between operational spaces. The property area is of greatest concern.
- Long term storage is essentially in an attic-type space that is not adequately secured. Many of the documents have been relocated, but there is a large number of items that remain in this space.
- Parking lot safety and security need to be improved. Access to these areas pose a significant safety concern for the staff if they exit the building out the east or south sides. The doors open directly onto alleys with substantial traffic. Considerations should be given to close the alleys and fence in the vehicular areas.

Important:

- The Police Department spaces are undersized for the number of staff.
- Storage material is beyond capacity, and equipment is being stored in areas difficult to access.
- Interview rooms should have more separation than what is currently configured. There are three rooms with only one room fitted with monitoring equipment. The two rooms without the equipment are located adjacent to each other, which has the potential to cause problems when working with different parties.

Opportunities:

- Extended case file storage has been upgraded with the use of another space, but if possible, it should be located so evidence would not need to be moved outside between two different facilities.

The biggest obstacle to getting more space for the Police Department is that the current lease rate is low, and the Department is unlikely to find an adequate space at the same low rate. To be able to move forward with any type of new facility or renovation/addition at the current location, citizens will have to understand that current conditions are not conducive for operating a Police Department. It is our understanding that the City of Clinton has reviewed the needs of this facility a number of times over the last 20 years with no successful project movement. We understand that a staffing analysis is being completed at the same time as our facility assessment, and if staffing levels are suggested to be increased, the existing over-utilized facility will be pushed further beyond its recommended size.

From our discussion with staff and our analysis of operations, we put together the relationship diagram on page 16 that shows proper relationships between departments and resources. The recommended size for this facility is just under 44,300 square feet. (See Section 5: Supplemental Data.)

Strong consideration should be given by the Clinton City Council and the citizens of Clinton County to align the Police Department with current best practices. This would allow for best possible use of staff and increased safety of the community now, and into the future.

4) Space Analysis

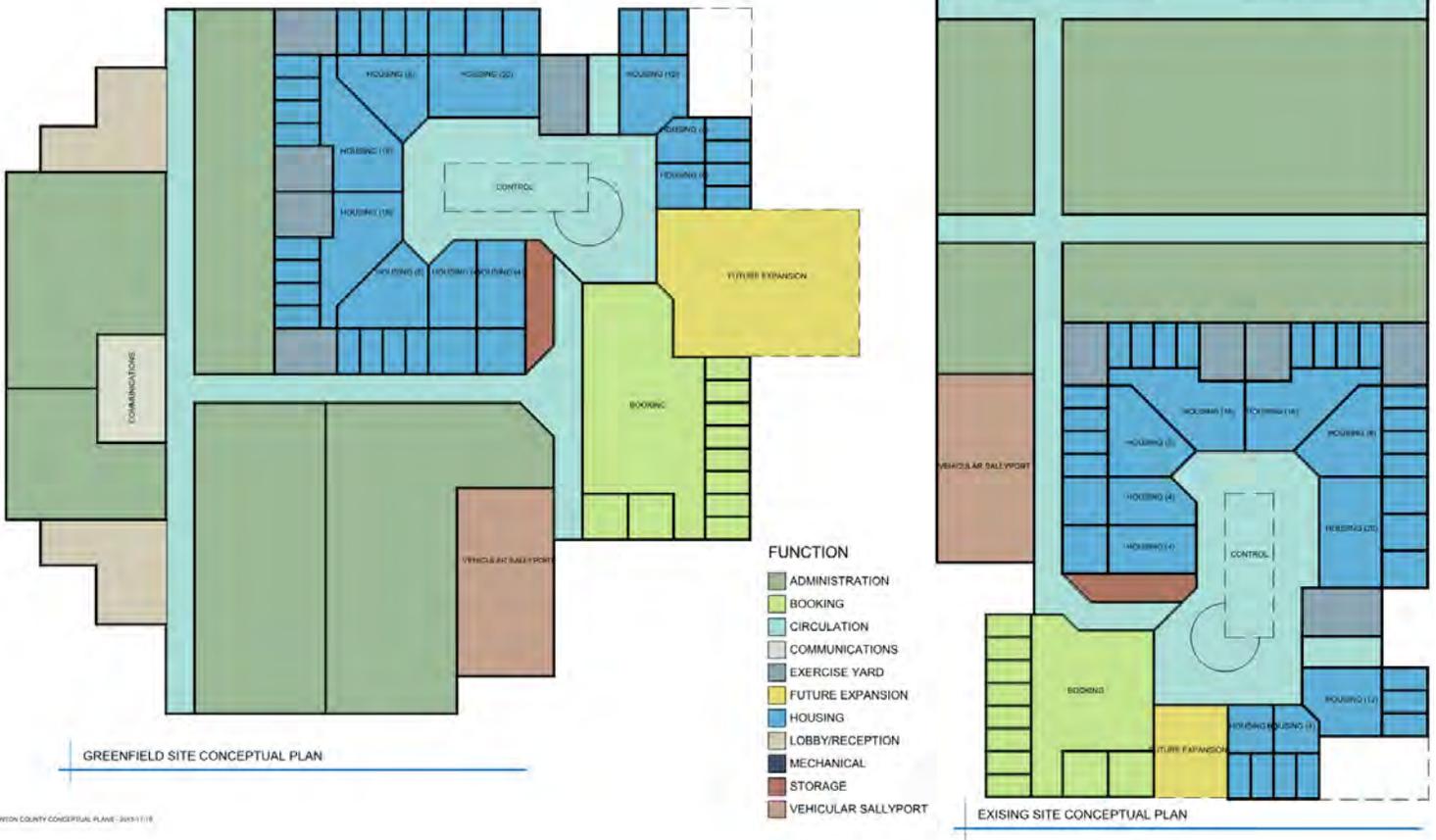
C. Departmental Floor Plans

Per the requirements of this assessment, only the Sheriff/Jail component was to be shown with a diagrammatic floor plan. After our discussions and conclusions from the assessment, however, we have decided to include the Communications Department into the floor plan. The Communications Department needs approximately 3,000 square feet — 1/10 of the Sheriff/Jail assessed requirements. This component could be easily removed during the actual design of the project if it is determined that Communications would not be a co-located department.

SHERIFF'S OFFICE / JAIL / COMMUNICATIONS

SHIVEHATTERY
ARCHITECTURE+ENGINEERING

CLINTON COUNTY CONCEPTUAL PLANS



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5) Building and Location Analysis

A. Reuse of Existing Law Enforcement Center (Jail)

In our review of the existing facility, along with the completed program requirements, it is our opinion that the current facility should no longer be used as a jail. The ability to expand the existing building to maintain its use as a jail is not realistic. The building was not designed for expansion in this way, and operationally the second story design makes it undesirable. The communications area on the first floor is not adequate for the ongoing operations for this function. The structure of the building appears to be in good shape but a detailed analysis would need to be conducted to verify. To be able to repurpose this building for any other reason would require gutting the jail components; removing existing sanitary lines for the jail with review of the remaining system looking for deterioration and damage; HVAC replacement; and review of the existing electrical infrastructure. While the building was intended for an occupant load on the second floor, offices may be a possibility, but a structural review would be needed if used for storage as the loading requirements for storage are greater than that for office space.

One of the options for a new facility is at the existing courthouse site. If that option is chosen, our recommendation includes removal of the existing jail to allow additional parking to be captured due to the parking lost by the construction of a new facility.

The existing structure does have the benefit of being located next to the courthouse and is currently tied into the backup generator. The building is in the flood plain and is currently protected by the levee, as is the rest of the city. There is adequate parking as long as no other structure is built on the site. The cost to repurpose this building greatly depends on what would go into it. With that uncertainty no estimate of cost can be given for repurposing this building into another function.

B. Location Requirements

SHERIFF'S OFFICE/JAIL

The Sheriff's Office and Jail can be located anywhere in the County; however, transportation costs to court services is a factor if the jail is not directly connected. Currently, staff is able to walk the accused or offended over to the Courthouse, but a remote location (anything more than across the street) would require the use of a transport van and additional staff. The Patrol Division has already been relocated to a more centralized location in the county in the City of Dewitt. The largest population base in the county is the City of Clinton and, as such, the higher percentage of arrests and holding needs happens there as well.

Ideally, the location should be one that allows for a single-story design for ease of movement, but if a two-story solution is needed, then the jail should be on the first floor with administrative spaces on the second floor. Because the existing structure sits in the flood plain, it is protected by a levee along the river. This should not be relied on for the safety of the building and the essential services of this building. If the building cannot be relocated to higher ground, considerations should be given to how to elevate and/or protect this building in case of flooding. Consideration should also be given to allow for expansion in the future.

911/COMMUNICATIONS

Communications can be located anywhere in the County. Their need derives from access to required technology and their ability to issue warrants served by the County Courts. In the past, they have also overseen all exterior openings for the Jail, but this relationship should be discontinued to allow Communications staff to focus on their primary job. This is a small facility and, if possible, should be

5) Building and Location Analysis

co-located with the jail. The sharing of information is vital. While sharing is not dependent on location, close proximity is beneficial. Currently located in the flood plain with the jail, this program component should be relocated above or outside of the flood plain.

POLICE DEPARTMENT

The Police Department should be located within the limits of the City of Clinton. While typically located at the most densely populated portion of the city, the Police Department should ultimately reside in a location that is the best fit for the community. The majority of the officers do not work at the facility, rather they are continuously patrolling throughout the entire community. The building should have safe and easy access for staff as well as the public. As with the Sheriff's Office and 911/Communications, the Police Department structure sits in the flood plain and is protected by a levy along the river that should not be relied on for the safety. If the building cannot be relocated to higher ground, elevation and/or flood protection will need to be considered. A multi-story option is a possibility, but consideration needs to be given to proper flow with the critical services components being assigned to the first floor. Future expansion should also be part of this program.

C. Infrastructure Co-Location Conclusions

Each of the three components described in the previous section has unique location requirements. Below are some observations based on our understanding of these requirements and our discussions with each of the three departments; Communications, Sheriff/Jail, and Police.

1. The size of the Communications Department almost mandates the inclusion of this space with another operation — if not the Sheriff/Jail or the Clinton Police, then another function. The space requirements are small and are very expensive when built separately.
2. Operationally, Communications will continue to be the mechanism through which warrants are issued. This requires ongoing collaboration with the Courthouse and the Sheriff's office.
3. The Sheriff's Office and Jail staff desire to remain adjacent to or within walking distance of the Courthouse.
4. If the Clinton Police Department is co-located with the Jail, the facility will need to be located within the city limits. Since police officers take all arrestees straight to the Jail, it would be ideal if both departments were located in close proximity. However, since arrests occur throughout the entire city, transport to the Jail is typically required regardless of where the Police Department is physically located.
5. Adequate parking for all facility components is a critical consideration as well.

5) Building and Location Analysis

D. Site Selection Options

Shive-Hattery's responsibility for site selection was not to review and assess sites around Clinton County for any one of the three departments discussed in this assessment, but rather to talk in generalities that would allow the CCJCC to make an informed decision.

RURAL AREA (OUTSIDE THE CITY OF CLINTON)

Police Department – A rural site would not be an option for the Clinton Police Department as they need to be centered in the community that they serve. Any potential co-location benefits would be lost.

Communications – This facility could be placed anywhere in the County and would continue to operate very well. There would be some issues that need to be worked through regarding the issuing of warrants, but other counties have found ways around this and have operated successfully. A standalone building for Communications would be very expensive even if an existing building was found. This is due to the fact that all technology and requirements of NFPA 1221 need to be followed in relationship to the design and construction of their operational space. This should be considered and assessed from a cost and logistical standpoint with other possible options. Co-locating with either of the other two departments would bring significant cost savings.

Sheriff's Office/Jail – The patrol division currently operates out of a satellite facility in Dewitt. A rural site should be considered, as it would most likely be a more central location within the County. If moved away from the current location, consideration would need to be given to the increase in costs for transporting people to the Courthouse. This would add a labor intensive process and would most likely require some level of remodeling of the existing Courthouse for temporary holding cells.

EXISTING COURTHOUSE SQUARE

Police Department – This location is within the city limits, but the site would only work for the Police Department in a couple of ways. The first would be a co-located multistory solution with the Jail. A second option exists only if the Jail moved away from the Courthouse. The square itself is not big enough to house a single-story solution that would include both the Jail and the Police Department. One other option would be to acquire land adjacent to the square and place the Police Department near, but not directly on the Courthouse Square.

Communications – This facility could be placed anywhere in the County and it would continue to operate very well. There would be some issues that need to be worked through regarding the issuing of warrants, but other counties have found ways around this and have operated successfully. A standalone building for Communications would be very expensive even if an existing building was found. This is due to the fact of all the technology and requirements of NFPA 1221 need to be followed in relationship to the design and construction of their operational space. This should be considered and assessed from a cost and logistical standpoint with other possible options. Co-locating with either of the other two departments would bring significant cost savings.

Sheriff's Office/Jail Department – The square site is the best scenario, operationally, for the Jail. The Jail staff has easy access to the Courthouse for all of the required visits the offender may have there. A holding area in the Courthouse would not be needed, which would save additional costs compared to a remote Jail facility. With the age and condition of the building, renovation is not

5) Building and Location Analysis

recommended. If a new facility is built on the current site, the benefit of attaching directly to the Courthouse can be achieved. A co-located facility with Communications would be a good option on this site. The site is only large enough for a multi-story building for the Sheriff's Office/Jail and Police Department to co-locate.

CITY OF CLINTON – BUILDING ADAPTIVE REUSE OR GREENFIELD SITE

Police Department – This would be the best option for the Police Department. If the proper existing building or a green field site that meets the space requirements could be found, this would give the most flexibility around town to incorporate better in the community. This could cause the potential of NIMBY (Not In My Back Yard) syndrome that could make it contentious to settle on a location.

Communications – This facility could be placed anywhere in the County and it would continue to operate very well. There would be some issues that need to be worked through regarding the issuing of warrants, but other counties have found ways around this and have operated successfully. A standalone building for Communications would be very expensive even if an existing building was found. This is do to the fact that all technology and requirements of NFPA 1221 need to be followed in relationship to the design and construction of their operational space. This should be considered and assessed from a cost and logistical standpoint with other possible options. Co-locating with either of the other two departments would bring significant cost savings.

Sheriff's Office/Jail – This is a viable option, but if moved away from the current location, consideration would need to be given to the increase in costs for transporting people to the Courthouse. This would add a very labor intensive process and would most likely require some level of remodeling of the existing Courthouse for temporary holding cells. Distance as little as one block away from the Courthouse may require holding cells at the Courthouse. This would offer the best flexibility for a co-located facility for all three departments here.

NEXT STEPS - Site Selection

Depending on the direction that the CCJCC recommends to go forward with regarding the Jail, the Communications Board for dispatch and/or the Clinton City Council, we would recommend the use of a simple one-page assessment form to be used in the ultimate site selection. From our initial assessment, there is no one spot in its current condition that can satisfy all the requirements of all the departments. For a 100% co-located facility to become a reality, one, two or all three departments would need to be able to make concessions.

We would expect that, depending on the direction(s) moving forward, a number of actual sites would be considered. The matrix on the next page is an example, objective matrix the County can consider using.

5) Building and Location Analysis

Comprehensive Quantitative Site Assessment

	1. Site Area	2. Circulation	3. Parking	4. Building Identity	5. Expansion Potential	6. Utilities	7. Site Utilization	8. Topography	9. Impact on adjacent buildings	10. Economic Impact	11. Zoning Capability	12. Site Development Costs	Total
Maximum Points													
Site 1													
Site 1 notes													
Site 2													
Site 2 notes													
Site 3													
Site 3 notes													

1. Site Area

The appropriate land area for the law enforcement center will be determined, which will include the building foot print and adequate parking.

2. Circulation

Vehicular access to site and on-site movement of cars, staff, visitors, public safety vehicles, and transportation of offenders.

3. Parking

Proximity and quantity of parking.

4. Building Identity

The law enforcement center image can be shaped by the location selected with sensitivity to surrounding neighbors, businesses, etc.

5. Expansion Potential

Taking into consideration growth trends, we will identify possible expansion needs if necessary. We should ensure that future programs and offerings housed in this facility are not hindered by lack of space to expand.

6. Utilities

Water, natural gas, sanitary sewer to building.

7. Site Utilization

Utilization is a measurement of how well the site accommodates a jail with several functions.

8. Topography

Slope of the site, vegetation and other natural features impact the buildable area of the site.

9. Impact on adjacent buildings

Adjacent buildings can have a favorable or unfavorable impact on each other.

10. Economic Impact within the Community

The economic impact a jail may have on the area in which it is built will be identified. Many times one significant building project rejuvenates an area and sparks exponential growth.

11. Zoning Capability

Identify requirements and opportunities.

12. Site Development Costs

The cost to develop the site suitable for the building type. High costs may make the site cost prohibitive.

6) Operational Assessment

A. Jail Operations

In the life of a building, there is no greater cost than that of the operations. A staff-inefficient design can cost the project millions of dollars over its lifespan. As such, it is wise to invest in the layout and design of a building to get the best operational efficiency possible. Technology can be a big help to achieve efficiencies, but it cannot replace all jail staff.

1. The existing facility runs at a jail capacity of 45 with 17.3 employees which results in an offender-to-staff ratio of 2.601.
2. The new projected capacity requirements are 96 beds, and with proper jail design, the facility can be operated with 25 employees at maximum capacity. This results in an offender-to-staff ratio of 3.840. This is 1.5 times the staff for over two times the capacity.

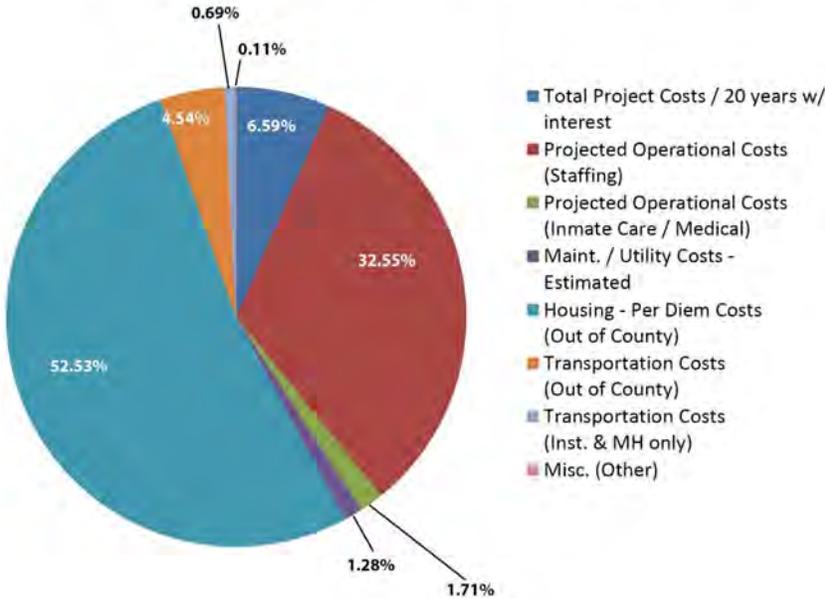
Clinton County Staffing Analysis - Baseline				
Staff Summary - Multi Custody Jail Facility				
Position	1st W	2nd W	Shift Relief Factor	Total
Command - Management - Supervision	0	2	1.00	2.00
Clerical & Fiscal Unit	0	0	0.00	0.00
Support Services	1	0	1.70	1.70
Inmate Housing and Security	3	3	2.50	15.00
Processing - Holding - Classification - Medical	1	2	2.10	6.30
Inmate Programs	0	0	0.00	0.00
Totals Staff for 96 Bed Jail Facility	5	7	2.08	25
Composite				
Other Related Areas:				
Court Security Unit	0	0	0.00	0
Building and Grounds	0	1	1.00	1
Totals for 96 Bed Facility & Court Security	5	7	2.08	25
Composite				
Inmate / Employee Analysis				
Current Jail Rated Capacity	45		existing	
Number of Employees	17.30		2-3-3 x 5.1	
Ratio per Employee	2.601			
New 'Multi Custody' Jail Rated Capacity - 96 Beds	96			
Number of Employees	25			
Ratio per Employee	3.840			

6) Operational Assessment

In the following two charts, we have provided a comparison between the continued operation of the existing facility and the operational costs of a new facility. This has been done for a 20-year period. As you can tell, the greatest cost in continuing to operate the current facility is in out-of-county housing costs, while with a new facility, staffing costs are your greatest cost.

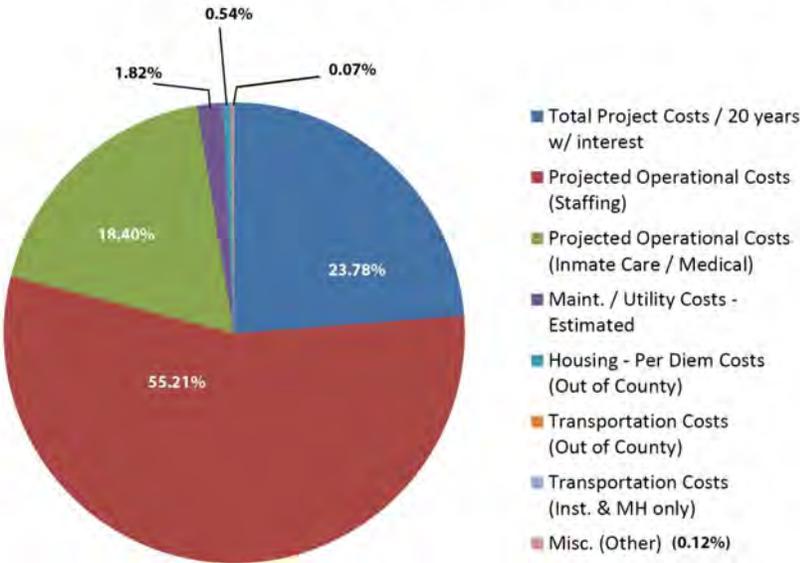
Life Cycle Cost Impact

Clinton County - Existing LCC Condition (%)



Life Cycle Cost Impact

Clinton County - New LCC Condition (%)



6) Operational Assessment

B. Communication Operations

EXISTING CALL VOLUME

See Section 5) Supplemental Data

From the provided information, there are a number of avenues in which communication is received and dealt with from the Communications Department. See Section 5: Supplemental Data for a full detailed chart of each of these modes of communication, number of calls and maximum duration.

There are two criteria to note prior to assessing the information provided for 2013. First, after discussion with staff and review of existing call volume, it was agreed upon that currently the average length of call is 30 seconds. Secondly, some of the noted channels contain calls that are either not facilitated or partially facilitated by the Communications Department. Also, the EMA channel and jail channel are not recorded, so the number of calls is not officially documented.

From the information in Section 5 we have extrapolated the information into the following working call volume estimates:

- 840,000 calls per year and that equates to:
 - 2,300 calls per day
 - 96 calls per hour
 - 1.6 calls per minute
- The shortest call duration noted was 0 seconds (call and hang up)
- The longest call duration noted was 8,878 seconds or 148 minutes or 2 hours and 28 minutes

CODE BASED GUIDELINES FROM NFPA 1221

NFPA 1221 Standards for the Installation, Maintenance, and Use of Emergency Services Communications Systems is the most widely accepted set of guidelines governing the operations of Communications Departments. The following paragraphs relate to the staffing and space requirements and are typically considered the bare minimum when assessing the operations of a Communications Department.

- 4.1.6 The systems provided shall respond to normal peak loads in the same manner in which they do when message loads are minimal.
- 4.1.7 Equipment and personnel capacities shall be designed to handle peak loads rather than average loads.
- 4.2.2 The lowest floor elevation of the communications center shall be located above the 100-year-flood plain established by the Federal Emergency Management Agency.
- 4.3.2 Buildings that house communications centers shall have a Class A roof as defined by NFPA 256.
- 4.3.3 Separation for communications centers from other portions of buildings occupied for purposes other than emergency communications shall be separated from the other portions of the building by a fire resistance rating of 2 hours and shall comply with NFPA 101, Life Safety Code, Section 8.2.
- 4.3.5 The communications center shall be equipped with both a toilet and a lunch area that are directly accessible to the operations room within the secured area as required by 4.6.1.
- 4.4.1 Heating, ventilating, and air conditioning (HVAC) system shall meet both of the following criteria:

6) Operational Assessment

- o They shall be independent systems that serve only the communications center.
- o Intakes for fresh air shall be arranged to minimize smoke intake from a fire inside or outside the building.
- 4.4.2 No main utility services shall pass through those portions of the communications center where equipment essential to receiving, processing, and retransmitting alarms is installed.
- 4.5.2 The communications center and spaces adjoining the communications center, shall be provided with an automatic fire detention, alarm, and notification system in accordance with NFPA 72.
- 4.6.1 The communications center and other buildings that house essential operating equipment shall be protected against damage due to vandalism, terrorism, and civil disturbances.
- 4.6.2 Entry to the communications center shall be restricted.
- 4.6.3 Entryways to the communications center that lead directly from the exterior shall be protected by a security vestibule.
- 4.6.5 Where a communications center has windows, the following requirements shall apply:
 - o Windows shall be a minimum of 1.219m(4 ft) above floor level.
 - o Windows shall be rated for bullet resistance to medium power small arms, high-power small arms, super-power small arms, and high-power rifles as specified in ANSI/UL 752, Standard for Safety Bullet-Resistant Equipment.
 - o Windows that are not bullet resistant shall be permitted, provided that they are located facing an area that cannot be accessed or viewed by the general public.
 - o Windows shall be arranged so that they cannot be opened.
- 4.7.1 Under all conditions, the following two sources of power shall be provided for the operation of the communications network and its related support systems and equipment:
 - o One circuit from a utility distribution system and a second from an engine-driven generator.
 - o Two engine-driven generators with one unit that supplies normal power and another unit serving as a standby.
- 4.16.2 Buildings that house communications centers shall have lightning protection that complies with NFPA 780, Standard for the Installation of Lightning Protection Systems.
- 6.4.2 * Ninety-five percent of alarms shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.
- 6.4.3 Ninety-five percent of emergency dispatching shall be completed within 60 seconds.

RECOMMENDATIONS - GENERAL

Our review and assessment of the information falls into two parts: physical space requirements and staffing requirements. Our recommendations are based on an evidence-based practice approach where we start by reviewing the historical data and projecting forward. With data in place, we reviewed the information with staff for inconsistencies in the projections and then adjusted the information accordingly. We feel this was the best approach of statistical data collection with real world comparison evaluation. There is a strong desire to keep Communications co-located with the Jail. We recommend that this relationship continues forward, but with some adjustments:

1. If the jail does not move, the Communications Department still needs to do something about their space and staffing needs (see conclusions for physical space and staffing).
2. Going forward, 911 should not control or be required to help monitor any jail functions. This includes door operations and camera oversight. Communications would be a logical location for a backup control desk for the jail that could operate the jail in time of crisis.

6) Operational Assessment

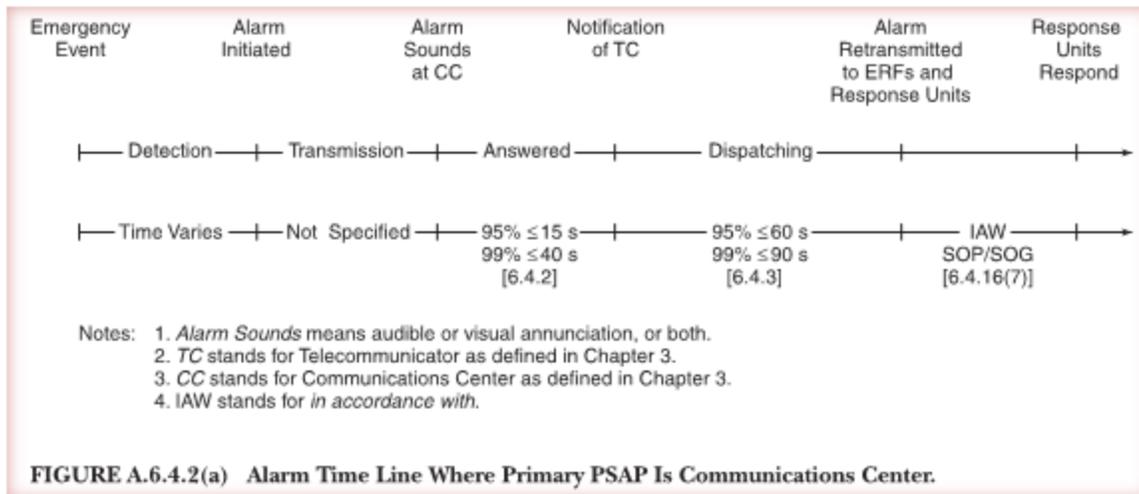
3. Communications staff and Jail staff and/or offenders should never cross paths. Simply put, the communications area should be located outside the secure perimeter of the jail.
4. Shared entry and meeting rooms with Sheriff's staff would be acceptable and encouraged.
5. Shared HVAC, electrical and plumbing systems is encouraged with measures taken for redundancy in Communication spaces per NFPA 1221.
6. New equipment is recommended that is ergonomically designed with adjustable heights and individual controllability of lighting.

RECOMMENDATIONS - STAFFING

From 1980 to 2009, the number of fire department emergency responses more than doubled from 10.8 to 26.5 million, primarily driven by the more than tripling of medical aid calls from 5.0 million in 1980 to 17.1 million in 2009.¹

There is no magic formula that can provide an absolute answer to the questions of how many dispatchers should a communications center have. What can be done is to assess three major categories and assess an outcome from these findings. Those are shift staffing, shift configurations and call-taker staffing.²

The graphic provided below is a good visual relationship to the noted requirements of NFPA 1221. The requirements of 6.4.2 states that 95% of alarms shall be answered within 15 seconds with 99% answered within 40 seconds.



* Graphic from 2002 edition of the NFPA 1221

¹ January 2013 Fire Protection Research Foundation – Development of a Risk-Based Decision Support Tool to Assist Fire Departments in Managing Unwanted Alarms by John R. Hall, Jr., PhD

² October 2, 2013 – Dispatch Magazine On-Line: Comm Center Shifts & Scheduling

6) Operational Assessment

Based on a U.S. Department of Justice Bureau of Justice Statistics report on the design and costing of 911 systems, calculations should be based on of the busy-hour call volume when initially assessing the amount of staff that is needed. We have validated that 30 seconds is the average length of call, but based on call volumes during peak times, this number would be seen as the mean and not reality during peak call times. Using two standard deviations based on a Six Sigma approach, we see the average call duration extend up to 50 to 60 seconds. While the average call of 30 seconds would state that three staff members would be sufficient, there are indications that during peak times four staff would be needed based on 96 calls per hour. We recommend the following adjustments for Clinton County:

1. At a minimum, adjust staffing to allow for three staff on all shifts. Our findings state that four staff members on each shift would be the preferred approach, but we also realize that this is most likely not a practical solution and would lead to inefficient use of staff at non-peak times. At peak times, four staff should be utilized.
2. For times that it is decided it is not efficient to have four staff, we would recommend that there be the ability to “call-in” for additional support as needed for times of crisis.

C. Police Operations

At the same time this report was being compiled, a separate staffing and operations report was being completed, not authored by Shive-Hattery. See this document for the results of that assessment.

7) Cost Analysis

INTRODUCTION

The cost estimates are based on a successful Spring 2015 referendum and construction bid early 2016. Costs provided are historical costs that have been adjusted over years of experience in this field. We are currently seeing about a three percent increase in construction costs per year, therefore, we put a six percent construction inflation rate on our 2014 numbers to get the 2016 totals shown below. There are several items to note when reading the estimates.

1. We have estimated costs based on square footage and have lumped similar spaces together.
2. The number highlighted in green toward the bottom of each page includes cost of construction, a site work allowance, contingency, FF&E, A/E services, and administrative costs.
3. At the very bottom we have included a high/low range of five percent. While we aim to be as accurate as possible, this is still considered an estimate, therefore it is advantageous to understand a cost range.
4. These numbers do not include the cost of a new telecommunications tower and associated equipment if that is needed.
5. For Communications, the FF&E number was adjusted to be 15 percent of construction costs and would include new work stations, but does not include new 911 software, hardware or operating systems. These would be expected to move over if a new facility was built.

A. Communications Cost Analysis

STATEMENT OF PROBABLE COST



Clinton County L.E.C
 Project No: 413260-0 20.10
 Estimator: ML
 2/7/2014



Bid Target: Late Winter / Early Spring 2016

Public Reception		Unit	Quantity	Unit Cost	Total Cost
1		SF	300	\$196.00	\$58,800
Total					\$58,800

Dispatch		Unit	Quantity	Unit Cost	Total Cost
1		SF	2,550	\$265.00	\$675,750
Total					\$675,750

Building Infrastructure		Unit	Quantity	Unit Cost	Total Cost
1	MECHANICAL, ELECTRICAL, CORRIDORS	SF	998	\$225.00	\$224,550
Total					\$224,550

Sub-Total Building Components					\$959,100
A	Site Work Allowance (will vary with location)				\$57,546
B	Design & Estimating Contingency - 10%				\$101,665
C	Furniture, Fixtures & Equipment - 15%				\$167,747
Project Construction Total (A+B+C)			GSF	3,848	\$1,286,057
Construction Cost/Square Foot (Excluding Equipment)				\$291	
Project Soft Costs					
D	Land Acquisition				\$0
E	Basic Services A/E Professional Fees - 7.25%				\$93,206
F	Construction Contingency - 3%				\$38,581
G	Other - Administrative - 2%				\$36,286
Total (New) Project Costs with Early Spring 2016 Bid					\$1,454,130

Project Cost Range Analysis (Due to Market Conditions)					
		5.00% Low Range	High Range		
H	Construction Cost incl. FFE Range at 5% Variance	\$1,221,754	\$1,350,360		
	Cost per Gross Square Foot (Construction)	\$273.91	\$307.33		
I	Soft Cost Carry-over (D+E+F+G)	\$168,073	\$168,073		
Total (New) Project Budget Range (H+I)		\$1,389,827	\$1,518,433		
Item G Breakout: Printing, geotechnical costs, additional site visits					

7) Cost Analysis

B. Police Cost Analysis

STATEMENT OF PROBABLE COST



Clinton County L.E.C
 Project No: 413260-0 20.10
 Estimator: ML
 2/7/2014



Bid Target: Late Winter / Early Spring 2016

Police - Support		Unit	Quantity	Unit Cost	Total Cost
1		SF	12,168	\$188.92	\$2,298,779
Total					\$2,298,779

Police - Administration		Unit	Quantity	Unit Cost	Total Cost
1		SF	5,616	\$200.83	\$1,127,861
Total					\$1,127,861

Police Evidence - General		Unit	Quantity	Unit Cost	Total Cost
1		SF	7,734	\$200.83	\$1,553,219
Total					\$1,553,219

Police Evidence - Lab		Unit	Quantity	Unit Cost	Total Cost
1		SF	1,599	\$270.76	\$432,945
Total					\$432,945

Police - Investigation		Unit	Quantity	Unit Cost	Total Cost
1		SF	5,285	\$256.42	\$1,355,180
Total					\$1,355,180

Police - Patrol		Unit	Quantity	Unit Cost	Total Cost
1		SF	10,309	\$200.83	\$2,070,356
Total					\$2,070,356

Building Infrastructure		Unit	Quantity	Unit Cost	Total Cost
1	MECHANICAL, ELECTRICAL, CORRIDORS	SF	6,406	\$174.30	\$1,116,566
Total					\$1,116,566

Sub-Total Building Components				\$9,954,906
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A	Site Work Allowance (will vary with location)	\$597,294
B	Design & Estimating Contingency - 10%	\$1,055,220
C	Furniture, Fixtures & Equipment - 6%	\$696,445

Project Construction Total (A+B+C)		GSF	48,606	\$12,303,865
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Construction Cost/Square Foot (Excluding Equipment)			\$239
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Project Soft Costs		
D	Land Acquisition	\$0
E	Basic Services A/E Professional Fees - 7.25%	\$891,997
F	Construction Contingency - 3%	\$369,115
G	Other - Administrative - 2%	\$256,642

Total (New) Project Costs with Early Spring 2016 Bid			\$13,821,619
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Project Cost Range Analysis (Due to Market Conditions)			
		5.00% Low Range	High Range
H	Construction Cost incl. FFE Range at 5% Variance	\$11,688,672	\$12,919,058
	Cost per Gross Square Foot (Construction)	\$226.15	\$251.46
I	Soft Cost Carry-over (D+E+F+G)	\$1,517,754	\$1,517,754
Total (New) Project Budget Range (H+I)		\$13,206,426	\$14,436,813

Item G Breakout: Printing, geotechnical costs, additional site visits

7) Cost Analysis

C. Sheriff's Office and Jail Cost Analysis (page 1)

STATEMENT OF PROBABLE COST



Clinton County L.E.C
 Project No: 413260-0 20.10
 Estimator: ML
 2/7/2014



Bid Target: Late Winter / Early Spring 2016

Public Reception		Unit	Quantity	Unit Cost	Total Cost
1		SF	1,930	\$194.59	\$375,563
Total					\$375,563
Sheriff's Admin		Unit	Quantity	Unit Cost	Total Cost
1		SF	4,510	\$206.86	\$932,922
Total					\$932,922
Housing		Unit	Quantity	Unit Cost	Total Cost
1	Sentenced Misdemeanor Housing (Dorm)	SF	1,645	\$260.42	\$428,256
1	Trustee Housing (Dorm)	SF	1,245	\$260.42	\$324,220
2	Gen Pop. 'Felony' Housing	SF	5,865	\$278.89	\$1,635,782
3	Admin. Transitional Housing	SF	5,160	\$313.98	\$1,620,254
4	Segregation Housing - Male or Female	SF	4,890	\$341.68	\$1,670,827
8	Gen Pop. 'Female' Housing	SF	2,220	\$278.89	\$619,240
9	Housing Support	SF	1,825	\$221.63	\$404,478
Total					\$6,703,057
Medical Services		Unit	Quantity	Unit Cost	Total Cost
1		SF	1,295	\$278.89	\$361,019
Total					\$361,019
Facility Intake / Release		Unit	Quantity	Unit Cost	Total Cost
1		SF	5,400	\$264.11	\$1,426,201
Total					\$1,426,201
Food Service / Laundry / Storage		Unit	Quantity	Unit Cost	Total Cost
1		SF	5,400	\$271.50	\$1,466,094
Total					\$1,466,094
Judicial Support		Unit	Quantity	Unit Cost	Total Cost
1		SF	0	\$264.11	\$0
Total					\$0
911 Communications		Unit	Quantity	Unit Cost	Total Cost
1	Space for 5 staff stations (3 FTE's / 4 PT)	SF	4,000	\$276.23	\$1,104,920
Total					\$1,104,920
Building Infrastructure		Unit	Quantity	Unit Cost	Total Cost
1	MECHANICAL, ELECTRICAL, CORRIDORS	SF	6,125	\$203.35	\$1,245,580
Total					\$1,245,580
Sub-Total Building Components					\$13,615,355

7) Cost Analysis

Sheriff's Office and Jail Cost Analysis (page 2)

A	Site Work Allowance (will vary with location)		\$816,921
B	Design & Estimating Contingency - 10%		\$1,443,228
C	Furniture, Fixtures & Equipment - 6%		\$952,530
Project Construction Total (A+B+C)		GSF 51,000	\$16,828,033
Construction Cost/Square Foot (Excluding Equipment)			\$311
Project Soft Costs			
D	Land Acquisition		\$0
E	Basic Services A/E Professional Fees - 7.25%		\$1,219,999
F	Construction Contingency - 3%		\$504,840
G	Other - Administrative - 2%		\$347,128
Total (New) Project Costs with Early Spring 2016 Bid			\$18,900,000
Project Cost Range Analysis (Due to Market Conditions)			
		5.00% Low Range	High Range
H	Construction Cost incl. FFE Range at 5% Variance	\$15,986,631	\$17,669,435
	Cost per Gross Square Foot (Construction)	\$294.79	\$327.79
I	Soft Cost Carry-over (D+E+F+G)	\$2,071,967	\$2,071,967
Total (New) Project Budget Range (H+I)		\$18,058,599	\$19,741,402
Item G Breakout: Printing, geotechnical costs, additional site visits			

Combined All Three Departments Cost Analysis (page 1)

STATEMENT OF PROBABLE COST



Clinton County L.E.C
 Project No: 413260-0 20.10
 Estimator: ML
 2/7/2014



Bid Target: Late Winter / Early Spring 2016

Public Reception		Unit	Quantity	Unit Cost	Total Cost
1		SF	1,930	\$194.59	\$375,563
Total					\$375,563

Police - Support		Unit	Quantity	Unit Cost	Total Cost
1		SF	10,568	\$188.92	\$1,996,507
Total					\$1,996,507

Sheriff's Admin		Unit	Quantity	Unit Cost	Total Cost
1		SF	3,950	\$206.86	\$817,083
Total					\$817,083

Police - Administration		Unit	Quantity	Unit Cost	Total Cost
1		SF	5,616	\$200.83	\$1,127,861
Total					\$1,127,861

Police Evidence - General		Unit	Quantity	Unit Cost	Total Cost
1		SF	7,734	\$200.83	\$1,553,219
Total					\$1,553,219

Police Evidence - Lab		Unit	Quantity	Unit Cost	Total Cost
1		SF	1,599	\$270.76	\$432,945
Total					\$432,945

Police - Investigation		Unit	Quantity	Unit Cost	Total Cost
1		SF	5,285	\$256.42	\$1,355,180
Total					\$1,355,180

Police - Patrol		Unit	Quantity	Unit Cost	Total Cost
1		SF	10,309	\$200.83	\$2,070,356
Total					\$2,070,356

Housing		Unit	Quantity	Unit Cost	Total Cost
1	Sentenced Misdemeanor Housing (Dorm)	SF	1,645	\$260.42	\$428,256
1	Trustee Housing (Dorm)	SF	1,245	\$260.42	\$324,220
2	Gen Pop. 'Felony' Housing	SF	5,865	\$278.89	\$1,635,782
3	Admin. Transitional Housing	SF	5,160	\$313.98	\$1,620,254
4	Segregation Housing - Male or Female	SF	4,890	\$341.68	\$1,670,827
8	Gen Pop. 'Female' Housing	SF	2,220	\$278.89	\$619,240
9	Housing Support	SF	1,825	\$221.63	\$404,478
Total					\$6,703,057

Medical Services		Unit	Quantity	Unit Cost	Total Cost
1		SF	1,295	\$278.89	\$361,019
Total					\$361,019

Facility Intake / Release		Unit	Quantity	Unit Cost	Total Cost
1		SF	5,400	\$264.11	\$1,426,201
Total					\$1,426,201

Food Service / Laundry / Storage		Unit	Quantity	Unit Cost	Total Cost
1		SF	5,400	\$271.50	\$1,466,094
Total					\$1,466,094

7) Cost Analysis

Combined All Three Departments Cost Analysis (page 2)

911 Communications		Unit	Quantity	Unit Cost	Total Cost
1	Space for 5 staff stations (3 FTE's / 4 PT)	SF	3,848	\$276.23	\$1,062,933
Total					\$1,062,933
Building Infrastructure		Unit	Quantity	Unit Cost	Total Cost
1	MECHANICAL, ELECTRICAL, CORRIDORS	SF	12,531	\$203.35	\$2,548,240
Total					\$2,548,240
Sub-Total Building Components					\$23,296,257
A	Site Work Allowance (will vary with location)				\$1,397,775
B	Design & Estimating Contingency - 10%				\$2,469,403
C	Furniture, Fixtures & Equipment - 6%				\$1,629,806
Project Construction Total (A+B+C)			GSF 97,805		\$28,793,241
Construction Cost/Square Foot (Excluding Equipment)					\$278
Project Soft Costs					
D	Land Acquisition				\$0
E	Basic Services A/E Professional Fees - 7.25%				\$2,087,477
F	Construction Contingency - 3%				\$863,796
G	Other - Administrative - 2%				\$586,432
Total (New) Project Costs with Early Spring 2016 Bid					\$32,330,946
Project Cost Range Analysis (Due to Market Conditions)					
				5.00% Low Range	High Range
H	Construction Cost incl. FFE Range at 5% Variance			\$27,353,579	\$30,232,903
	Cost per Gross Square Foot (Construction)			\$263.01	\$292.45
I	Soft Cost Carry-over (D+E+F+G)			\$3,537,705	\$3,537,705
Total (New) Project Budget Range (H+I)				\$30,891,284	\$33,770,608
Item G Breakout: Printing, geotechnical costs, additional site visits					

7) Cost Analysis

The chart shown below compares the 'Net Projected Annual Costs' between building a brand new facility that would meet the future growth needs of the county and continuing to operate the current facility. Below are items to note when reviewing this information:

1. The numbers are based on a 20-year review of costs
2. It is estimated that within five years the current facility would be abandoned based on the finding of this report, the NIC report and the State Jail Inspectors reports. Most likely the shutdown would be due to lack of being able to obtain insurance.
3. The reason for costs in the existing column is because, when the facility is abandoned, there would need to be a long term solution put into place for the temporary holding of offenders and modifications done to the courthouse so offenders could be held there when in court.
4. The 'Projected Operational Cost' line indicates the amount of money that will be spent to pay jail staff in the new facility but goes into transportation costs when we talk about existing conditions. It is assumed that the staff for a new facility would mostly, if not all, come from Clinton County while transportation might be more regional.
5. The 'Housing – Per Diem Costs' has money in it for new construction due to ongoing costs while a new facility is being built and ongoing costs for housing juveniles out of county. In the existing life cycle cost projection at the time the existing facility closes, all offenders will be housed in another jurisdiction, driving up costs.

In summary, over a 20-year period, the estimated cost between new construction and the existing option is roughly \$1.6 million. More noticeable is the nearly \$50 million that will be going to other counties around Clinton for housing of Clinton County offenders.

COMPARISON CHART: BUILDING AND OPERATIONAL COSTS FOR NEW JAIL VS. EXISTING JAIL

	Clinton County - New LCC Condition (\$)	Clinton County - New LCC Condition (%)	Clinton County - Existing LCC Condition (\$)	Clinton County - Existing LCC Condition (%)
Total Project Costs / 20 years w/	\$22,117,887	23.78%	\$6,234,889	6.59%
Projected Operational Costs	\$51,355,218	55.21%	\$30,800,742	32.55%
Projected Operational Costs (Inmate Care / Medical)	\$17,118,406	18.40%	\$1,621,092	1.71%
Maint. / Utility Costs - Estimated	\$1,696,101	1.82%	\$1,211,858	1.28%
Housing - Per Diem Costs (Out of County)	\$498,436	0.54%	\$49,708,254	52.53%
Transportation Costs	\$62,176	0.07%	\$4,295,019	4.54%
Transportation Costs (Inst. & MH only)	\$58,125	0.06%	\$649,012	0.69%
Misc. (Other)	\$111,803	0.12%	\$104,981	0.11%
Net Projected Annual Costs (Operations & Financing w/o Revenue)	\$93,018,153	100%	\$94,625,846	100%

8) Supplemental Data

A. Communications Radio and Phone Usage Matrix

Channel	Number of Calls	Minimum Duration (Secs)	Maximum Duration (Secs)
CITY 2 (Clinton PD Main Channel)	292550	0	101
City Fire (Clinton FD Main Channel)	44055	0	293
9212 (Sheriff's Office Admin Line)	10864	8	6926
911-1 (Wireline 911)	2907	1	248
911-4 (Wireline 911)	1348	8	668
W 911-1 (Wireless 911)	5627	8	1097
COPS (Clinton PD Secondary Channel)	3098	4	70
PTPT (Point to Point)	53784	0	163
8575 (Camanche PD Admin Line)	12322	0	3849
CO FIRE (County Fire and Ambulance)	30356	0	186
4936 (Admin Line that we don't access)	49	8	57
9217 (Sheriff's Office Admin Line)	27026	0	2451
911-2 (Wireline 911)	1450	8	1188
800 (Toll free Admin Line)	16070	8	1033
W 911-2 (Wireless 911)	5133	0	1199
9211 (Sheriff's Office Admin Line)	52930	0	6991
911-3 (Wireline 911)	1359	8	727
4532 (Outgoing Line**Not all calls are ours)	35595	0	8878
AID (Mutual Aid/VLAW)	41058	0	207
2882 (Clinton PD Admin Line)	13548	0	957
METH (No longer in service for 2014)	474	0	18
911-5 (Wireline 911)	1334	8	684
4506 (Outgoing Line**Not all calls are ours)	26414	0	1561
CO OPS (Sheriff/Camanche/Dewitt Radio Channel)	97268	1	209
LEA (LEA Communicate with State Agencies)	2215	0	166
6398 (Communications Private Admin Line)	11100	4	908
4935 (Not monitored by us)	85	8	93
W 911-3 (Wireless 911)	5401	8	1036
VOIP (VOIP Emergency Line)	200	4	108
0711 (Clinton PD Admin Line)	42680	-67	1109

*Note the EMA Channel and Jail Channel are not recorded so they do not show up in the information provided above

B. Detailed Space Needs Programs

Clinton Police Department (3 pages) | Communications (1 page) | Sheriff's Office and Jail (9 pages)

C. Enlarged Relationship Diagrams

Clinton Co. Sheriff and Jail
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
Sheriff					
Facility Intake / Release					
Booking Counter		80 sqft	1	80 sqft	
Dress in / Dress Out		120 sqft	1	120 sqft	
Finger Print / Photo ID		100 sqft	1	100 sqft	
Group Holding		240 sqft	2	480 sqft	
Individual Holding Cells		80 sqft	8	640 sqft	
Janitor's Closet		20 sqft	1	20 sqft	
Legal / Conference		80 sqft	1	80 sqft	
OWI Room		100 sqft	1	100 sqft	
Open Booking		400 sqft	1	400 sqft	
Property Room		200 sqft	1	200 sqft	
SPV		120 sqft	1	120 sqft	
Staff Toilets		60 sqft	1	60 sqft	
Vehicle Sallyport		1350 sqft	1	1350 sqft	Sized to be able to have 2 bays each being 2 cars deep 30' x' 45'
Vehicle Sallyport Storage		450 sqft	1	450 sqft	15' x 30' for vehicle storage in sallyport
Video Court		120 sqft	1	120 sqft	
Subtotal			23	4320 sqft	
Facility Intake / Release Total	1.25		23	5400 sqft	
Food Service / Laundry / Storage					
Bakery		200 sqft	1	200 sqft	
Cart Storage		160 sqft	1	160 sqft	
Cart Wash / Scale		80 sqft	1	80 sqft	
Cart Wash Area		100 sqft	1	100 sqft	
Central Stores Office		100 sqft	0	0 sqft	
Chemical Storage		50 sqft	1	50 sqft	
Clothing Storage		200 sqft	1	200 sqft	Storage of all offender clothes and linens
Commissary Storage		240 sqft	1	240 sqft	
Detergent Storage		80 sqft	1	80 sqft	Storage of chemicals; Provide mop sink & floor drain.
Dishwashing Area		200 sqft	1	200 sqft	
Food Services Manager		100 sqft	1	100 sqft	
General Kitchen		800 sqft	1	800 sqft	
General Storage		600 sqft	1	600 sqft	30-day Dry Storage. Separate areas for food and cleaning supplies.
General Storage / Dry Storage		300 sqft	1	300 sqft	
Inmate Waiting / Break		120 sqft	1	120 sqft	
Inmate toilet		45 sqft	1	45 sqft	
Janitor's Closet		60 sqft	1	60 sqft	
Loading Dock		240 sqft	1	240 sqft	4' dock with trash compaction
Manager of Support Services		120 sqft	0	0 sqft	
Processing Area Office		100 sqft	0	0 sqft	
Scullery		100 sqft	1	100 sqft	
Staff Dining		180 sqft	1	180 sqft	For correctional staff
Staff Toilet		45 sqft	1	45 sqft	
Wash and Dry Area		320 sqft	1	320 sqft	2 washers / 2 dryers
Work Area		225 sqft	1	225 sqft	process in dirty / sort and fold clean
Subtotal			22	4445 sqft	
Food Service / Laundry / Storage Total	1.1		22	4890 sqft	

Clinton Co. Sheriff and Jail
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
Housing					
H1A - Sentenced Misdemeanor (Dorm)					
1-Person Single Cell		70 sqft	0	0 sqft	
4-Person Sleeping Areas - Double Bunk		120 sqft	3	360 sqft	4 bed 'dry' sleeping areas open front. Showers and toilets are centralized. Natural light required.
Dayroom		420 sqft	1	420 sqft	Natural Light through windows required; Provide seating and tables for 64. Program revised Per IAC 50.8 @ 30 SF vs. 35 SF ACA. Provide 2 phones wall mounted (1 ADA compliant) Provide (2) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck; adjacent water drinking fountain. Separate defined areas with acoustic control, broadcast network for programs.
Dayroom Mezzanine Walkway		120 sqft	1	120 sqft	Minimum 5'-0" wide, minimum guardrail height of 48 inches.
Dayroom Shower / Toilet Area		45 sqft	3	135 sqft	(1) 3 stall areas, one ADA compliant stall and one shower.
Exercise Yard		150 sqft	1	150 sqft	Shared
Housing Unit Laundry		60 sqft	0	0 sqft	Supplemental laundry - 1 washer, 1 dryer, and folding counter. (Consolidated)
Housing Unit Security Vestibule		80 sqft	1	80 sqft	Min. 8'-0" wide to accommodate food carts, laundry, emergency response teams
Subtotal			10	1265 sqft	
H1A - Sentenced Misdemeanor (Dorm) Total	1.3		10	1645 sqft	
H1B - Trustee Housing (Dorm)					
H1B - Trustee Housing (Dorm)					
1-Person Single Cell		70 sqft	0	0 sqft	
4-Person Sleeping Areas - Double Bunk		120 sqft	2	240 sqft	4 bed 'dry' sleeping areas open front. Showers and toilets are centralized. Natural light required.
Dayroom		280 sqft	1	280 sqft	Natural Light through windows required; Provide seating and tables for 64. Program revised Per IAC 50.8 @ 30 SF vs. 35 SF ACA. Provide 2 phones wall mounted (1 ADA compliant) Provide (2) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck; adjacent water drinking fountain. Separate defined areas with acoustic control, broadcast network for programs
Dayroom Mezzanine Walkway		120 sqft	1	120 sqft	Minimum 5'-0" wide, minimum guardrail height of 48 inches.
Dayroom Shower / Toilet Area		45 sqft	2	90 sqft	(1) 2 stall areas, one ADA compliant stall and one shower.
Exercise Yard		150 sqft	1	150 sqft	Shared
Housing Unity Laundry		60 sqft	0	0 sqft	Supplemental laundry - 1 washer, 1 dryer, and folding counter. (Consolidated)
Housing Unity Security Vestibule		80 sqft	1	80 sqft	Min. 8'-0" wide to accommodate food carts, laundry, emergency response teams
Subtotal			8	960 sqft	
H1B - Trustee Housing (Dorm) Total	1.3		8	1248 sqft	

Clinton Co. Sheriff and Jail
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
H2A - Gen Pop Felony Housing					
2 - Person Cells - Double Bunk		94 sqft	8	752 sqft	2 bed cell with SS toilet/sink; cell chase oriented to dayroom. Showers are centralized. Natural light required. Glazing in the cell door.
Counseling / Medical Screening		80 sqft	1	80 sqft	By deputy station
Dayroom		640 sqft	1	640 sqft	Natural Light through windows required; Provide seating and tables for 20% increase in occupants. Provide (2) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck; adjacent water drinking fountain. Separate defined areas with acoustic control, broadcast network for programs.
Dayroom Mezzanine Walkway		160 sqft	1	160 sqft	Minimum 5'-0" wide, minimum guardrail height of 48 inches.
Dayroom Shower Area		45 sqft	2	90 sqft	(1) 2 stall areas each, one ADA compliant stall in one area.
Exercise Yard		250 sqft	1	250 sqft	Share with adjacent pod
HVAC - Plumbing Chase		40 sqft	4	160 sqft	Rear Chase Access Design (increase from 15 SF per chase)
Housing Unit Janitor's Closet		40 sqft	1	40 sqft	Janitor mop sink supply shelf w/ hooks.
Housing Unit Laundry		60 sqft	0	0 sqft	Supplemental laundry.
Multi-Purpose Programming Area		120 sqft	0	0 sqft	Access from dayroom for education and programs.
Subtotal			19	2172 sqft	
H2A - Gen Pop Felony Housing Total	1.35		19	2932 sqft	
H2B - Gen Pop Felony Housing 2					
2 - Person Cells - Double Bunk		94 sqft	8	752 sqft	2 bed cell with SS toilet/sink; cell chase oriented to dayroom. Showers are centralized. Natural light required. Glazing in the cell door.
Counseling / Medical Screening		80 sqft	1	80 sqft	By deputy station
Dayroom		640 sqft	1	640 sqft	Natural Light through windows required; Provide seating and tables for 20% increase in occupants. Provide (2) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck; adjacent water drinking fountain. Separate defined areas with acoustic control, broadcast network for programs.
Dayroom Mezzanine Walkway		160 sqft	1	160 sqft	Minimum 5'-0" wide, minimum guardrail height of 48 inches.
Dayroom Shower Area		45 sqft	2	90 sqft	(1) 2 stall areas each, one ADA compliant stall in one area.
Exercise Yard		250 sqft	1	250 sqft	Share with adjacent pod
HVAC - Plumbing Chase		40 sqft	4	160 sqft	Rear Chase Access Design (increase from 15 SF per chase)
Housing Unit Janitor's Closet		40 sqft	1	40 sqft	Janitor mop sink supply shelf w/ hooks.
Housing Unit Laundry		60 sqft	0	0 sqft	Supplemental laundry.
Multi-Purpose Programming Area		120 sqft	0	0 sqft	Access from dayroom for education and programs.
Subtotal			19	2172 sqft	
H2B - Gen Pop Felony Housing 2 Total	1.35		19	2932 sqft	

Clinton Co. Sheriff and Jail
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
H3A - Admin Transitional Housing					
1 - Person Cells - Expandable		94 sqft	8	752 sqft	1 bed cell with SS toilet/sink; cell chase oriented to dayroom. Showers are centralized. Natural light required. Glazing in the cell door. Expandable through the addition of a bunk.
Counseling / Medical Screening		80 sqft	0	0 sqft	By deputy station
Dayroom		560 sqft	1	560 sqft	Natural Light through windows required; Provide seating and tables for 20% increase in occupants. Provide (1) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck; adjacent water drinking fountain. Separate defined areas with acoustic control, broadcast network for programs.
Dayroom Mezzanine Walkway		160 sqft	1	160 sqft	Minimum 5'-0" wide, minimum guardrail height of 48 inches.
Dayroom Shower Area		45 sqft	2	90 sqft	(1) 2 stall areas each, one ADA compliant stall in one area.
Exercise Yard		150 sqft	1	150 sqft	Share with adjacent pod.
HVAC - Plumbing Cell Chase		40 sqft	4	160 sqft	Rear Chase Access Design (increase from 15 SF per chase)
Housing Unit Janitor's Closet		40 sqft	1	40 sqft	Janitor mop sink supply shelf w/ hooks.
Housing Unit Laundry		60 sqft	0	0 sqft	Supplemental laundry.
Multi-Purpose Area		120 sqft	0	0 sqft	Access from dayroom for education and programs.
Subtotal			18	1912 sqft	
H3A - Admin Transitional Housing Total	1.35		18	2581 sqft	
H3B - Admin Transitional Housing					
1 - Person Cells - Expandable		94 sqft	8	752 sqft	1 bed cell with SS toilet/sink; cell chase oriented to dayroom. Showers are centralized. Natural light required. Glazing in the cell door. Expandable through the addition of a bunk.
Counseling / Medical Screening		80 sqft	0	0 sqft	By deputy station
Dayroom		560 sqft	1	560 sqft	Natural Light through windows required; Provide seating and tables for 20% increase in occupants. Provide (1) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck; adjacent water drinking fountain. Separate defined areas with acoustic control, broadcast network for programs.
Dayroom Mezzanine Walkway		160 sqft	1	160 sqft	Minimum 5'-0" wide, minimum guardrail height of 48 inches.
Dayroom Shower Area		45 sqft	2	90 sqft	(1) 2 stall areas each, one ADA compliant stall in one area.
Exercise Yard		150 sqft	1	150 sqft	Share with adjacent pod.
HVAC - Plumbing Cell Chase		40 sqft	4	160 sqft	Rear Chase Access Design (increase from 15 SF per chase)
Housing Unit Janitor's Closet		40 sqft	1	40 sqft	Janitor mop sink supply shelf w/ hooks.
Housing Unit Laundry		60 sqft	0	0 sqft	Supplemental laundry.
Multi-Purpose Area		120 sqft	0	0 sqft	Access from dayroom for education and programs.
Subtotal			18	1912 sqft	
H3B - Admin Transitional Housing Total	1.35		18	2581 sqft	

Clinton Co. Sheriff and Jail
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
H4A - Segregation Housing - Male or Female					
1 - Person Cells		70 sqft	4	280 sqft	1 bed cell with SS toilet/sink; cell chase oriented to dayroom. Showers are centralized. Natural light required. Glazing and Food-pass in the cell door.
Counseling / Medical Screening		80 sqft	1	80 sqft	By deputy station
Dayroom		320 sqft	1	320 sqft	Natural Light through windows required; Provide seating and tables for 20% increase in occupants. Provide (1) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck.
Dayroom Shower Area		45 sqft	1	45 sqft	(1) stall area, ADA compliant.
HVAC - Plumbing Chase		40 sqft	2	80 sqft	Rear Chase Access Design (increase from 15 SF per chase)
Housing Unit Janitor's Closet		40 sqft	1	40 sqft	Janitor mop sink supply shelf w/ hooks.
Individual Exercise Yard		120 sqft	0.5	60 sqft	Shared with adjacent pod
Subtotal			10.5	905 sqft	
H4A - Segregation Housing - Male or Female Total	1.35		10.5	1222 sqft	
H4B - Segregation Housing - Male or Female					
1 - Person Cells		70 sqft	4	280 sqft	1 bed cell with SS toilet/sink; cell chase oriented to dayroom. Showers are centralized. Natural light required. Glazing and Food-pass in the cell door.
Counseling / Medical Screening		80 sqft	1	80 sqft	By deputy station
Dayroom		320 sqft	1	320 sqft	Natural Light through windows required; Provide seating and tables for 20% increase in occupants. Provide (1) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck.
Dayroom Shower Area		45 sqft	1	45 sqft	(1) stall area, ADA compliant.
HVAC - Plumbing Chase		40 sqft	2	80 sqft	Rear Chase Access Design (increase from 15 SF per chase)
Housing Unit Janitor's Closet		40 sqft	1	40 sqft	Janitor mop sink supply shelf w/ hooks.
Individual Exercise Yard		120 sqft	0.5	60 sqft	Shared with adjacent pod
Subtotal			10.5	905 sqft	
H4B - Segregation Housing - Male or Female Total	1.35		10.5	1222 sqft	

Clinton Co. Sheriff and Jail
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
H4C - Segregation Housing - Male or Female					
1 - Person Cells		70 sqft	4	280 sqft	1 bed cell with SS toilet/sink; cell chase oriented to dayroom. Showers are centralized. Natural light required. Glazing and Food-pass in the cell door.
Counseling / Medical Screening		80 sqft	1	80 sqft	By deputy station
Dayroom		320 sqft	1	320 sqft	Natural Light through windows required; Provide seating and tables for 20% increase in occupants. Provide (1) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck.
Dayroom Shower Area		45 sqft	1	45 sqft	(1) stall area, ADA compliant.
HVAC - Plumbing Chase		40 sqft	2	80 sqft	Rear Chase Access Design (increase from 15 SF per chase)
Housing Unit Janitor's Closet		40 sqft	1	40 sqft	Janitor mop sink supply shelf w/ hooks.
Individual Exercise Yard		120 sqft	0.5	60 sqft	Shared with adjacent pod
Subtotal			10.5	905 sqft	
H4C - Segregation Housing - Male or Female Total	1.35		10.5	1222 sqft	
H4D - Segregation Housing - Male or Female					
1 - Person Cells		70 sqft	4	280 sqft	1 bed cell with SS toilet/sink; cell chase oriented to dayroom. Showers are centralized. Natural light required. Glazing and Food-pass in the cell door.
Counseling / Medical Screening		80 sqft	1	80 sqft	By deputy station
Dayroom		320 sqft	1	320 sqft	Natural Light through windows required; Provide seating and tables for 20% increase in occupants. Provide (1) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck.
Dayroom Shower Area		45 sqft	1	45 sqft	(1) stall area, ADA compliant.
HVAC - Plumbing Chase		40 sqft	2	80 sqft	Rear Chase Access Design (increase from 15 SF per chase)
Housing Unit Janitor's Closet		40 sqft	1	40 sqft	Janitor mop sink supply shelf w/ hooks.
Individual Exercise Yard		120 sqft	0.5	60 sqft	Shared with adjacent pod
Subtotal			10.5	905 sqft	
H4D - Segregation Housing - Male or Female Total	1.35		10.5	1222 sqft	

Clinton Co. Sheriff and Jail
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
H5 - Gen Pop Female Housing					
2 - Person Cells - Double Bunk		94 sqft	6	564 sqft	2 bed cell with SS toilet/sink; cell chase oriented to dayroom. Showers are centralized. Natural light required. Glazing in the cell door.
Counseling / Medical Screening		80 sqft	1	80 sqft	By deputy station
Dayroom		480 sqft	1	480 sqft	Natural Light through windows required; Provide seating and tables for 20% increase in occupants. Provide (2) booths w/ secure monitor and handset (1 ADA compliant) GFIC outlet, sink w/ gooseneck; adjacent water drinking fountain. Separate defined areas with acoustic control, broadcast network for programs.
Dayroom Mezzanine Walkway		120 sqft	1	120 sqft	Minimum 5'-0" wide, minimum guardrail height of 48 inches.
Dayroom Shower Area		45 sqft	2	90 sqft	(1) 2 stall areas each, one ADA compliant stall in one area.
Exercise Yard		150 sqft	1	150 sqft	Share with adjacent pod
HVAC - Plumbing Cell Chase		40 sqft	3	120 sqft	Rear Chase Access Design (increase from 15 SF per chase)
Housing Unit Janitor's Closet		40 sqft	1	40 sqft	Janitor mop sink supply shelf w/ hooks.
Housing Unit Laundry		60 sqft	0	0 sqft	Supplemental laundry.
Multi-purpose Programming Area		120 sqft	0	0 sqft	Access from dayroom for education and programs.
Subtotal			16	1644 sqft	
H5 - Gen Pop Female Housing Total	1.35		16	2219 sqft	
HS - Housing Support					
Classroom Storage		40 sqft	1	40 sqft	
Deputy Jail Admin Office		120 sqft	1	120 sqft	
Electrical / Security Closet		80 sqft	1	80 sqft	
General Storage / Janitor Closet		300 sqft	1	300 sqft	
Hearing / Group Meetings		100 sqft	1	100 sqft	
Jail Admin Office		120 sqft	1	120 sqft	
Multi-Purpose Classroom		320 sqft	1	320 sqft	Either in the housing units or the core of the facility
Pod/Floor Control Officer Work Station		240 sqft	1	240 sqft	
Professional Visitation		50 sqft	2	100 sqft	
Staff Toilet		40 sqft	1	40 sqft	
Subtotal			11	1460 sqft	
HS - Housing Support Total	1.25		11	1825 sqft	
Subtotal			161	22851 sqft	
Housing Total	1		161	22851 sqft	

Clinton Co. Sheriff and Jail
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
Medical Services					
Inmate Toilet		45 sqft	1	45 sqft	Adjacent to exam room
Inmate Waiting		80 sqft	1	80 sqft	3-4 capacity
Isolation / Medical Cells		120 sqft	4	480 sqft	
Medical Records		20 sqft	1	20 sqft	In the same room as the office
Nurse's Station / Doctors Office / Exam		140 sqft	1	140 sqft	office and exam in 1 room, medical records can be in room
Padded Cell		90 sqft	1	90 sqft	
Pharmacy / Dispensing Area		60 sqft	1	60 sqft	Separate room off exam room
Soiled Linen		80 sqft	1	80 sqft	
Storage		100 sqft	0	0 sqft	
Waste Disposal		40 sqft	0	0 sqft	
Subtotal			11	995 sqft	
Medical Services Total	1.3		11	1294 sqft	
Public Reception					
Entry Vestibule		100 sqft	1	100 sqft	
Locker Area		40 sqft	1	40 sqft	12 Lockers (small compartments)
Men's Toilet		160 sqft	1	160 sqft	1 toilet, 1 ADA toilet, 3 Lav. (1ADA), 1 urinal, diaper changing area
Metal Detector		60 sqft	1	60 sqft	
Non-Contact Visiting Booths		80 sqft	2	160 sqft	
Prof. Interview / Conference Room		120 sqft	1	120 sqft	
Public Lobby		300 sqft	1	300 sqft	Includes Visitor Control Desk
SPV		80 sqft	1	80 sqft	
Video Visitation Booths		25 sqft	12	300 sqft	12 Stations (chair at each)
Visitor Sub-Lobby		120 sqft	1	120 sqft	
Women's Toilet		240 sqft	1	240 sqft	1 ADA toilet, 3 lav. (1 ADA), 2 toilets, diaper changing area
Subtotal			23	1680 sqft	
Public Reception Total	1.15		23	1932 sqft	

Clinton Co. Sheriff and Jail
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
Sheriff's Admin					
Assist Deputy Chief		200 sqft	1	200 sqft	Desk, work chair, computer table, work table, 4 side chairs, 1 file cabinet, 1 bookshelf
Break Area		60 sqft	1	60 sqft	Countertop, under counter refrigerator, microwave, coffee maker
Break Room		180 sqft	1	180 sqft	2 vending machines (donated) / MW & CM / 4 tables w/ 12 chairs
Captain		150 sqft	1	150 sqft	Desk, work chair, computer table, 2 side chairs, 1 file cabinet
Chief Jail Administrator Office		200 sqft	1	200 sqft	Desk, work chair, computer table, work table, 4 side chairs, 1 file cabinet, 1 bookshelf
Clerical / Reception		320 sqft	1	320 sqft	4 work stations w/ one private cubical, reception waiting for 4, 8' counter for fax and printer, 3'x5' copier, secure separation from public lobby, 6 work chairs, fax/printer, 4 waiting chairs, 1 end table
Compliance Office		150 sqft	0	0 sqft	Desk, work chair, computer table, 2 side chairs, 1 file cabinet
Computer Equipment Room		80 sqft	1	80 sqft	Open Shelving
Conference Room		320 sqft	1	320 sqft	Seating for 10 people, table, 10 chairs
Fiscal Management Unit		65 sqft	2	130 sqft	2 workstations, 2 work chairs, fax/printer, coin money counter on a countertop, copier
General Storage / Workroom		160 sqft	1	160 sqft	locate within Admin.
Info. Tech Office		120 sqft	1	120 sqft	Desk, work chair, computer table, 2 side chairs, 1 file cabinet
Janitor Closet / Storage		80 sqft	1	80 sqft	
Lieutenant Office		150 sqft	0	0 sqft	Desk, work chair, computer table, 2 side chairs, 1 file cabinet
Mail Room		180 sqft	1	180 sqft	80 mail slots, bins, automatic opener, work surfaces
Master Control Station		240 sqft	1	240 sqft	2 workstations w/ 2 chairs, 2 computer tables, Does not require visual control of the lobby
Misc. Records		100 sqft	1	100 sqft	14 4 drawer lateral files
Payroll		100 sqft	1	100 sqft	Desk, work chair, computer table, 2 side chairs, 1 file cabinet
Sheriff's Office		150 sqft	1	150 sqft	Desk, work chair, computer table, 2 side chairs, 1 file cabinet
Staff "Roll Call" Room		500 sqft	1	500 sqft	lecture style seating for 80 / white & tack bds. / video training + 2 TV's / AV & Speakers / 3 e-mail walk-up stations
Staff Toilet		45 sqft	2	90 sqft	
Toilet - Men's		180 sqft	1	180 sqft	With (10) 15x18x72 lockers and a shower
Toilet - Women's		160 sqft	1	160 sqft	With (8) 15x18x72 lockers and a shower
Vestibule Access		60 sqft	1	60 sqft	
Subtotal			24	3760 sqft	
Sheriff's Admin Total	1.2		24	4512 sqft	
Subtotal			264	40878 sqft	
Sheriff Total	1.15		264	47009 sqft	

Clinton Police Department Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
Police - Administration					
Admin Storage		80 sqft	1	80 sqft	
Admin lobby / hub / waiting		200 sqft	1	200 sqft	
Administrative Conference Room		400 sqft	1	400 sqft	
Chief's Assistant		100 sqft	1	100 sqft	
Chief's Office		300 sqft	1	300 sqft	Include small conference area
Meeting Room		150 sqft	1	150 sqft	Located off Secondary Lobby and secure side
Parking - Secure / Outside		300 sqft	1	300 sqft	10' x 18' and includes 12' of access space per vehicle
Public Lobby		400 sqft	1	400 sqft	
Public Restrooms		80 sqft	2	160 sqft	One male and one female both with changing table toilet and sink
Reception Desk		150 sqft	1	150 sqft	Must oversee both the main and secondary lobbies - Visual on secure side
Records Room		1000 sqft	1	1000 sqft	
Records Storage		80 sqft	1	80 sqft	Small storage off of Records Room
Records Work Area		200 sqft	1	200 sqft	Work area associated with the Records Room, may be located in Records Room
Secondary Lobby - Secure Side		300 sqft	1	300 sqft	Separated entry granted access by staff that allows for 2 separate waiting areas
Uniform Storage and Office		500 sqft	1	500 sqft	Sized for uniform storage and small office to reside in the room
Subtotal			16	4320 sqft	
Police - Administration Total	1.3		16	5616 sqft	
Police - Evidence					
Evidence Drop-off and Initial Storage		350 sqft	1	350 sqft	Lockers located along dividing wall between drop off and initial storage
Large Item Storage		480 sqft	1	480 sqft	This may be located out in the garage
Long Term Storage		4000 sqft	1	4000 sqft	Current facility has 3,600 SF this will allow for growth over time
Office - Property Room Officer		150 sqft	1	150 sqft	
Short Term Storage		500 sqft	1	500 sqft	Items held up to 1 year
Weapons Storage		100 sqft	1	100 sqft	
Police - Evidence - Lab					
Cellular Forensics		100 sqft	1	100 sqft	
Collaboration / Layout Space		300 sqft	1	300 sqft	
Emergency Sink / Shower		30 sqft	1	30 sqft	
Evidence Photography		100 sqft	1	100 sqft	
Finger Print Processing		100 sqft	1	100 sqft	
Future Growth - Lab		100 sqft	2	200 sqft	
Marijuana Processing		100 sqft	1	100 sqft	
Meth Lab Processing		100 sqft	1	100 sqft	
Storage - Lab Equipment		200 sqft	1	200 sqft	
Subtotal			10	1230 sqft	
Police - Evidence - Lab Total	1.3		10	1599 sqft	
Subtotal			16	7179 sqft	
Police - Evidence Total	1.3		16	9333 sqft	

Clinton Police Department Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
Police - Investigation					
Captain's Office		200 sqft	1	200 sqft	
Criminal Investigation Specialist		100 sqft	1	100 sqft	
Investigation Room		150 sqft	4	600 sqft	
Investigation Technology Room		150 sqft	1	150 sqft	
Investigators Office		100 sqft	5	500 sqft	
OWI Room		100 sqft	1	100 sqft	
Parking - Secured / Outside		300 sqft	5	1500 sqft	size 10' x 18' and includes 12' of access per vehicle
Storage - Investigation		100 sqft	1	100 sqft	
Teaming Space / Conference Room		100 sqft	1	100 sqft	
Vehicle Investigation Area		715 sqft	1	715 sqft	17 x 42 allow space around the vehicle to work with workspace / storage at the end
Subtotal			21	4065 sqft	
Police - Investigation Total	1.3		21	5285 sqft	
Police - Patrol					
Captain's Office		200 sqft	1	200 sqft	
Evidence Processing Space		200 sqft	2	400 sqft	The need for these spaces is a couple of times a day for multiple hours each time
PSO / ACO		100 sqft	1	100 sqft	Public Service Officer / Animal Control Officer - Shared space
Parking - Secured / Outside		300 sqft	8	2400 sqft	8 patrol spaces 10' x 18' and includes 12' of access space per vehicle
Parking - Under Cover / Tempered Space		300 sqft	12	3600 sqft	12 patrol spaces 10' x 18' and includes 12' of access space per vehicle
Patrol Gear Locker		300 sqft	1	300 sqft	Sized for 36 (long term)
Patrol Report Writing Area		400 sqft	1	400 sqft	sized for 4 with space for 2 additional in the future
Shift Supervisor		150 sqft	2	300 sqft	
Storage Room - Patrol		80 sqft	1	80 sqft	
Teaming Space / Conference Room		150 sqft	1	150 sqft	
Subtotal			30	7930 sqft	
Police - Patrol Total	1.3		30	10309 sqft	

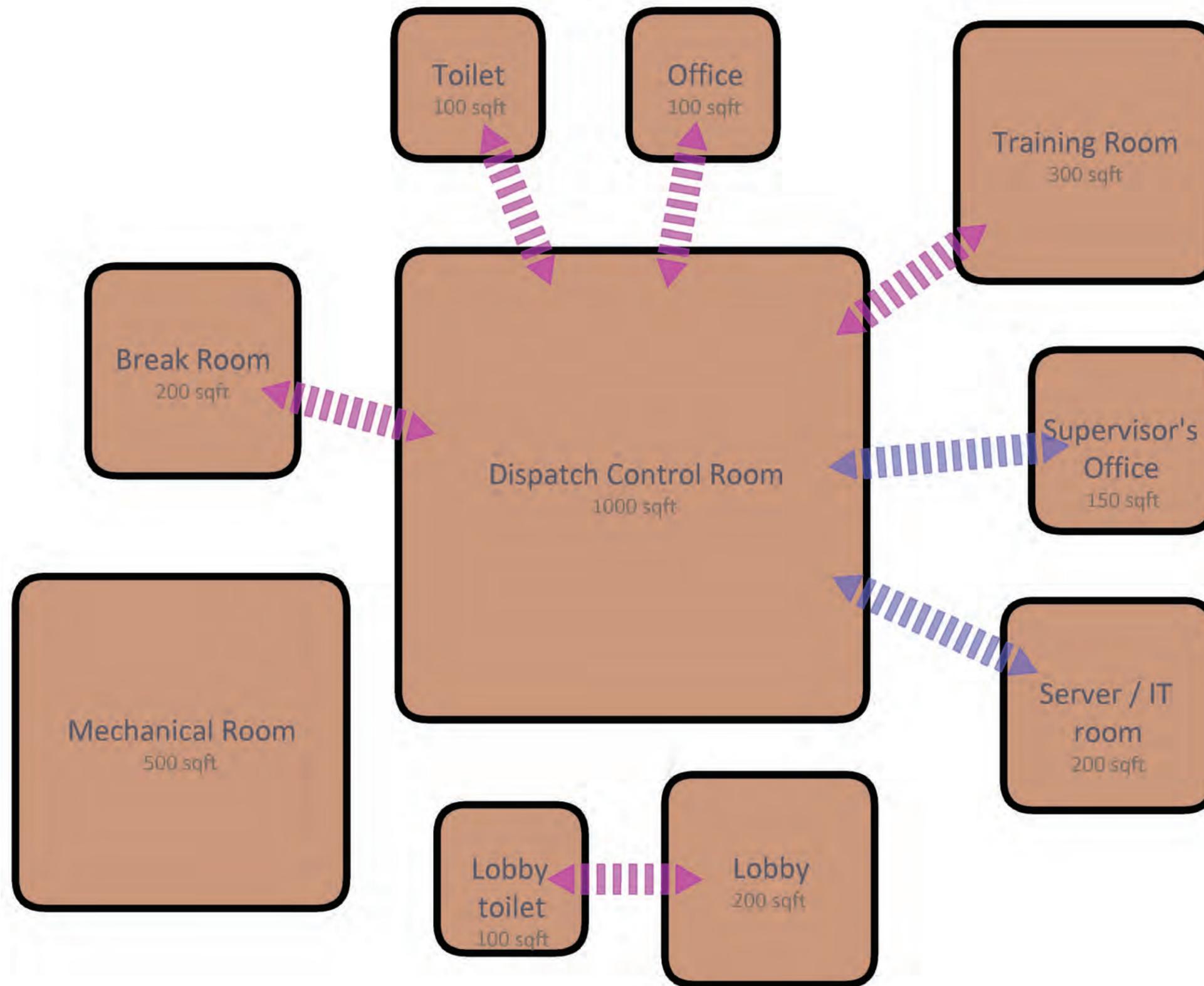
Clinton Police Department Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
Police - Support					
Armory		200 sqft	1	200 sqft	This should be a secure room more centrally located in the building, includes storage and work area. Must be designed to hold chemical ammunitions
Backup Generator - Exterior		200 sqft	1	200 sqft	This should be sized to run the full facility
Break Room		200 sqft	1	200 sqft	
Cleaning and Repair		100 sqft	1	100 sqft	Requires proper ventilation and storage containers for chemicals
Conference Room - Training / Roll Call		600 sqft	1	600 sqft	Sized for meetings up to 40 people, may be placed adjacent to other conference spaces to allow for 1 larger room to be created
Electrical Room		150 sqft	1	150 sqft	
Fitness Room		900 sqft	1	900 sqft	
Janitor's Closet and Storage		100 sqft	1	100 sqft	
Locker Room w/ Shower Facilities - Female		700 sqft	1	700 sqft	25 SF per person female - full size lockers for equipment storage
Locker Room w/ Shower Facilities - Male		1000 sqft	1	1000 sqft	25 SF per person male - full size lockers for equipment storage
Mechanical Room		2000 sqft	1	2000 sqft	
Parking - Maintenance Bay		480 sqft	1	480 sqft	This would include a rinse down area - 20' x 24'
Parking - Tactical - Under Cover / Tempered		550 sqft	2	1100 sqft	15' x 25' and includes 12' of access space per vehicle
Secure Server Room		120 sqft	1	120 sqft	
Staff Toilet - Female		480 sqft	1	480 sqft	
Staff Toilet - Male		480 sqft	1	480 sqft	
Tactical Briefing Room		300 sqft	1	300 sqft	Can be used for other uses when not in use but cannot double as the roll call room
Tactical Gear Storage		100 sqft	1	100 sqft	
Tactical Storage		150 sqft	1	150 sqft	Needs charging ports for all equipment
Subtotal			20	9360 sqft	
Police - Support Total	1.3		20	12168 sqft	
Subtotal			103	42710 sqft	
Police Total	1.15		103	49117 sqft	

Clinton Co. Communications
Detailed Space Needs

Program Item	Area Factor	Unit Area	Total Qty	Total Area	Comments
Communications					
Break Room		200 sqft	1	200 sqft	
Dispatch Control Room		1000 sqft	1	1000 sqft	Planned for a total of 5 stations - 4 stations plus a flex spot
Lobby		200 sqft	1	200 sqft	Only needed if it is a stand alone building
Lobby toilet		100 sqft	1	100 sqft	Only needed if it is a stand alone building
Mechanical Room		500 sqft	1	500 sqft	Only needed if it is a separate building
Office		100 sqft	1	100 sqft	
Server / IT room		200 sqft	1	200 sqft	
Supervisor's Office		150 sqft	1	150 sqft	
Toilet		100 sqft	1	100 sqft	
Training Room		300 sqft	1	300 sqft	
Subtotal			10	2850 sqft	
Communications Total	1.35		10	3848 sqft	

Communications Department Relationship Diagram



Police Department Relationship Diagram

